



Supervision & Recall of Offenders Released on Licence from Prison

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Supervision & Recall of Offenders Released on Licence from Prison

1. Policy statement

Cleveland Police has agreed a protocol with National Probation Service and Durham Tees Valley CRC (Community Rehabilitation Company) – referred to as the probation service throughout this document - in respect of the supervision and recall of offenders released from prison on licence.

The protocol is an agreed minimum standard of working together, and deals with all prisoners released on licence. It describes the processes to be followed at the different stages of the prisoner's release, and sets out the points of contact between the two agencies.

The Information Exchange process will form the basis upon which information will be communicated between the Probation Service and Cleveland Police. This will be done over a secure Email link between the two Services.

2. Purpose

The purpose of the policy is to provide a framework to ensure that the Police and Probation Service work together to an agreed minimum standard when dealing with the supervision, revocation and recall of prisoners released from prison on licence.

To ensure that lines of communication exist between the Police and Probation Services.

To ensure that once the decision to revoke a licence is taken, the offender is returned to custody as speedily as possible in order to protect the public and prevent re-offending.

3. Underpinning procedures

A protocol has agreed a protocol with National Probation Service and Durham Tees Valley CRC in respect of the supervision and recall of offenders released from prison on licence.

This protocol outlines the procedures to be followed in respect of offenders who are subject of supervision and/or recall to prison in accordance with their licence conditions.

The revised protocol has been signed up to by Cleveland Police's Chief Constable and the Head of National Probation Service and Durham Tees Valley CRC

The protocol has been placed on the force intranet and will be followed in respect of all incidents involving the recall to prison of offenders released on licence.

4. Appendices

Appendix	Description
1.	Supervision, Licence & Recall Protocol
2.	MOJ Licence Conditions Instructions

5. Compliance and monitoring

The Head of Operational Support is responsible for the accuracy and integrity of this document. This policy will be continuously monitored, and updated when appropriate, to ensure full compliance with legislation.

The Head of Operational Support will review this process to ensure that all aspects are being adhered to in accordance with the framework of this policy.

6. Version control

This policy will be reviewed and updated at least every three years by the owner, and more frequently if necessary.

The Corporate Services Department will ensure this document is available on the Force intranet, including any interim updates.

The following identifies all version changes.

Version	Date	Reason for update	Author
0.1	Nov 2010	Policy Review	
0.2	Dec 2011	Policy Update	██████████
0.3	June 2012	Policy revised	██████████
1.0	Sept 2012	Policy presented to CBM	██████████

2.0	May 2016	Policy Update	██████████
2.1	June 2019	Policy Review, amendments made to the name of the probation service	██████████
2.2	May 2021	Update to review date pending change in service	██████████
2.3	April 2022	Further update to review date pending change in service	██████████

**Supervision, Licence
&
Recall Protocol**

Cleveland Police, Durham
Tees Valley CRC & NPS.

Supervision, License & Recall Protocol

We, the undersigned, are committed to working together to achieve the aims set out in the Joint National Protocol to ensure the effective supervision of offenders released on license, and where appropriate, their swift recall into custody. These local arrangements set in place a structure and mechanism by which this will be delivered.

Chief Probation Officer
National Probation Service Teesside

Date: _____

Chief Constable
Cleveland Police

Date: _____

Supervision, Licence & Recall Protocol

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Supervision, Licence & Recall Protocol

Arrangements for Information Exchange between the National Probation Service Teesside and Cleveland Police

1.0 Introduction

Probation Circular 03/2005 gives detail of the Joint National Protocol and sets the framework for the implementation of local arrangements based upon a structure of information exchange between different agencies working together to ensure effective supervision of offenders released on licence. This document sets out the specific lines of communication to be followed in the Teesside area between the Durham Tees Valley CRC, NPS and Cleveland Police.

These arrangements describe an agreed minimum standard of working together, and deal with all prisoners released on licence. It describes the processes to be followed at the different stages of the prisoner's release, and sets out the points of contact between the two agencies. The Information Exchange process (Forms **IX1** & **IX2**) will form the basis upon which information will be communicated between the Probation Service and Cleveland Police. This will be done over a secure Email link between the two Services.

2.0 Point of Sentence

At the point of sentence Durham Tees Valley CRC & NPS will flag the case file of any offender who at this stage has been identified as falling into one of the three priority categories, **MAPPA 2/3**(Multi Agency Public Protection Arrangements), **PPO** (Priority & Persistent Offenders) and **NIM** (National Intelligence Model) cases. Information in relation to NIMs cases will be conveyed by the Police area Local Intelligence Officer (LIO) to the local area SPO (Senior Probation Officer)

3.0 Prior to Release

28 days prior to the release of the prisoner, in PPO and NIMs cases, the Offender Manager responsible for the supervision of the case will contact the relevant area LIO to seek information that may inform the need for Additional Requirements to be inserted in the Licence. This will be done by completing IX1 and will be sent by secure Email. The Police Local Intelligence Officer will acknowledge receipt of the form IX1 immediately and return the completed form to the Offender Manager within 5 days of receipt with any Police recommendations. In the event of the Offender Manager being unable to recommend such requirements a discussion will take place with the area Detective Inspector Intelligence.

In the case of MAPPA level 2 and 3 offenders, six months prior to release the management level of the case will be reviewed. If the decision is taken to manage the offender at level

2 or 3, then a meeting will be convened. Licence conditions would be discussed at that meeting and be a strategy for the risk management plan. If the management level remains at level 1 then liaison will occur between PPU Police supervision and the offender manager.

4.0 At the Point of Release

On the day of release the Offender Manager will notify the Police area Local Intelligence Officer (using form IX1) of the details of the prisoner and the Licence Conditions, with any Additional Requirements made.

The Local Intelligence Officer will

- Enter on the Police Intelligence System the offence category marker **Licence** to the nominal record.
- If a nominal record does not exist then create a nominal record and include details of the offence which led to imprisonment.
- Enter on Intelligence system – the expiry date of the Licence
- Enter on Intelligence system – include that all standard licence conditions apply (see force intranet for details) and give details of all non-standard licence conditions.
- If a NIM target then include in Daily briefings and highlight for inclusion at the next tasking and co-ordinating meeting at level 1.
- If not a NIM target consider inclusion on Daily briefing in line with the district control strategy.

PPU within the prison service should place licence conditions on VISOR along with notification to the relevant area that the offender is being released. Licence conditions are then placed on IRIS by SPOC in PPU.

5.0 Following Release

Where the prisoners details change, or there are alterations sought to vary the conditions or requirements to the Licence, this will be communicated by the Offender Manager on form **IX1** to the Police area LIO.

The LIO will acknowledge the receipt of the form **IX1** immediately and return the completed form to the Offender Manager within 5 days of receipt, with any Police recommendation.

6.0 Police Request for Revocation of Licence

The Joint National Protocol sets out arrangements for the Police in the area to make requests for the revocation of the prisoners Licence to the Probation Service. These requests will be channelled by the Police through the designated area SPOC and will be made to the relevant SPO. The fully completed form **IX2** will be forwarded to the relevant SPO by the SPOC, by way of secure email, giving details of the alleged breach of Licence

and in a written form that the Offender Manager can include within the Breach and Recall Report to the Release & Recall Section (RRS) of the Home Office.

Due attention will be given to sensitive information that may not be disclosed to the prisoner. The SPO of the local area will communicate to the area SPOC the outcome of the request to revoke the licence.

In the case of level2/3 MAPPA offenders, discussions should take place between Police PPU supervision and offender management supervision with regard to any possible recall proceedings.

7.0 Requests for Revocation Outside of Office Hours

All recalls will be dealt with in Core office hours (Monday to Thursday 9am to 5 pm, Friday 9am to 4.30pm.) in cases where offenders do not require emergency recall. Information pertaining to the breach of licence will be communicated to the SPO at the first available opportunity on the next working day following breach or arrest.

The Police reporting officer, who must be an officer of the rank of Inspector or above, will submit an Intelligence Log to the Local Intelligence Officer (LIO), and complete form **IX2**. The LIO will submit the fully completed form **IX2** to the SPO prior to the end of that tour of duty.

Whilst the Joint National Protocol sets out receiving arrangements for emergency recalls out of hours, we anticipate that such requests will be very rare. The emergency recall arrangements exist to remove the prisoner from the community due to the imminent and dangerous risk that they pose to the public. In such circumstances it is also likely that they have committed a further criminal offence which will lead to their detention in custody.

In the unlikely event of there being insufficient measures available to contain this risk, an out of hours telephone number will act as the point of contact for the Teesside Probation Service: **01642 826606**. The receiving Probation Staff will refer to Breach and Recall Report, and will request information from the Police in relation to; Prisoner Licence, Previous Convictions and a written statement of the alleged breach of Licence.

This will then be communicated via telephone and Fax to the relevant out of hours contact by Probation Staff by contacting the Home Office out of hours number, **0870 00 1585** (Option 7, Prison Service).

8.0 Probation Service Intention to Recall

Where there is sufficient information to suggest that a prisoner has breached their Licence, the Offender Manager will complete a Breach and Recall Report and follow the process of initiating this action with the RRS. The Breach and Recall Report will contain the details of the local area SPOC. At the same time the Offender Manager will communicate this information to the Police.

9.0 Revocation of Licence

On the revocation of the licence the RRS will issue a warrant and communicate this to the Police Force Communications Centre (Control Room).

The Communications Inspector will respond to this information by forwarding details to the relevant Police District Duty Inspector, and confirm receipt by telephone. The Communications Inspector will also arrange for an 'event' to be created on the Force Command and Control system, which will be forwarded to the relevant Police District Duty Inspector for immediate action. The Police will continuously monitor and review the progress of this through the daily Tasking Meetings until such time as the warrant is executed.

10.0 Release on Licence following Recall

The same process will be followed to that detailed above. It should be recognised that on recall there will be an automatic review by the Parole Board, and that there will be a presumption in favour of release, unless there are concerns that the risk cannot be managed safely in the community.

In a MAPPA 2/3, PPO and NIM case there is the possibility that Additional Requirements to manage the risks posed following recall will need to be inserted in the Licence. This should be communicated in the manner described above and delivered as a recommendation in the Risk Management Plan contained within the Breach and Recall Report.

11.0 Review of Arrangements

The responsible designated Officer within the Police Service and the Probation Service will undertake a review of the work under these arrangements within six months of the implementation and make recommendations for alteration and improvement as required.

Standard Licence Conditions

Under the new sentencing provisions, prisoners serving a standard determinate sentence will be on licence and subject to supervision, throughout the whole of the second half of their sentence. Existing prisoners and those sentenced on or after 4 April 2005, but under existing sentencing provisions continue to be on licence until the three quarter point of their sentence. All such prisoners are subject to the six standard licence conditions set out below:

1. To be well behaved, not to commit any offence and not to do anything which could undermine the purpose of your supervision, which is to protect the public, prevent you from re-offending and help you to re-settle successfully into the community.
2. To keep in touch with your supervising officer in accordance with any instructions that you may be given;
3. If required, to receive visits from your supervising officer at your home/place of residence (e.g. approved premises);
4. Permanently to reside at an address approved by your supervising officer and notify him or her in advance of any proposed change of address or any proposed stay (even for one night) away from that approved address;
5. Undertake only such work (including voluntary work) approved by your supervising officer and notify him or her in advance of any proposed change;
6. Not to travel outside the United Kingdom without prior permission of your supervising officer (which will be given in *exceptional* circumstances only) or for the purpose of complying with immigration deportation/removal;

Points of Contact

Cleveland Police Communications Centre

Police: **Communications Centre Inspector**

ControlRoomInspector@cleveland.pnn.police.uk

Area Contact Points

Probation: **Senior Probation Officer**

[Redacted]

Police: **Integrated Offender Management Team North**

[Redacted]

[Redacted]

[Redacted]

Integrated Offender Management Team South

[Redacted]

[Redacted]

[Redacted]



NATIONAL PROBATION SERVICE
for England and Wales

Enforcement, rehabilitation and public protection

**SUPERVISION, REVOCATION AND RECALL FOR
PRISONERS RELEASED ON LICENCE
INFORMATION EXCHANGE WITH
NATIONAL PROBATION SERVICE TEESSIDE
(Agreed Contact), Senior Probation Officer**

Date:

FROM POLICE SPOC

(Name):

Address:

Tel:

Fax:

TO SENIOR PROBATION OFFICER

(Name):

Address:

OFFENDER DETAILS:

Name:

Date of Birth:

Prison Number:

Releasing

Prison:

Release

Address:

PURPOSE OF INFORMATION EXCHANGE (Please tick)

Information Exchange on Licensed Prisoner

Request to Revoke and Recall Licensed Prisoner

WHAT ARE THE CIRCUMSTANCES AND DETAILS OF ALLEGED BREACH OF LICENCE?

WHAT IS THE RISK POSED BY THE PRISONER WERE THEY TO REMAIN IN THE COMMUNITY?

CAN THIS INFORMATION BE SHARED WITH THE OFFENDER?

FOLLOWING RECALL THERE WILL BE A PRESUMPTION OF RE-RELEASE IF THE RISKS POSED BY THE PRISONER CAN BE MANAGED IN THE COMMUNITY. ARE THERE ANY ADDITIONAL REQUIREMENTS TO THE LICENCE REQUIRED TO MANAGE THE RISK IN THE FUTURE?



National Offender
Management Service

LICENCE CONDITIONS, LICENCES AND LICENCE AND SUPERVISION NOTICES

This instruction applies to :-		Reference :-
Prisons		PSI 12/2015
Issue Date	Effective Date	Expiry Date
7 April 2015 (Revised)	23 March 2015	22 March 2019
Issued on the authority of	NOMS Agency Board	
For action by	<p>All staff responsible for the development and publication of policy and instructions</p> <p><input type="checkbox"/> NOMS HQ</p> <p><input checked="" type="checkbox"/> Public Sector Prisons</p> <p><input checked="" type="checkbox"/> Contracted Prisons*</p> <p><input checked="" type="checkbox"/> NOMS Immigration Removal Centres</p> <p><input checked="" type="checkbox"/> Governors</p> <p><input type="checkbox"/> Heads of Groups</p> <p><input type="checkbox"/> National Probation Service (NPS)</p> <p><input type="checkbox"/> Community Rehabilitation Companies (CRCs)</p> <p><input type="checkbox"/> Other Providers of Probation and Community Services</p> <p><input type="checkbox"/> NOMS Rehabilitation Contract Services Team</p> <p><i>* If this box is marked, then in this document the term Governor also applies to Directors of Contracted Prisons except where specified. See paragraph 1.12</i></p>	
Instruction type	Service Improvement/ Legal compliance	
For information	Staff in prison establishments dealing with release on licence, National Probation Service (NPS) staff, Community Rehabilitation Companies (CRCs)	
Provide a summary of the policy aim and the reason for its development / revision	<p>This Instruction updates the arrangements for the application of standard and additional licence conditions for offenders being released on licence following the creation of the National Probation Service and the Community Rehabilitation Companies. It also updates advice on the setting of conditions as well as updating the menu of additional conditions available, and adds the templates for licence and supervision notices to be used for offenders sentenced under the changes to be introduced under the Offender Rehabilitation Act 2014. It also includes a breakdown of who is responsible for approving additional conditions for each type of sentence. This instruction also introduces the new licence conditions for polygraph examinations for sex offenders.</p>	
Contact	<p>For general enquiries: [REDACTED] - Licence Conditions Senior Policy Manager. Email - [REDACTED] Tel: 0300 047 4424</p> <p>For polygraph examination related issues: [REDACTED] – Head of Sex Offender Team. Email: [REDACTED] Tel: 0300</p>	

047 4743

For victim related issues: [REDACTED] - Head of Victims and Safeguarding Team. Email - [REDACTED] Tel: 0300 047 4228

For bespoke conditions and licence variations (pre-release): [REDACTED]
[REDACTED]
Email - [REDACTED] Tel: 0300 047 4475

For bespoke conditions and licence variations (post-release): [REDACTED]
[REDACTED]
[REDACTED] Tel: 0300 047 4559

For TACT/extremism issues: [REDACTED] – Head of Extremism. Email - [REDACTED] Tel: 0300 047 4894

Associated documents

[PSO 6300 – Release on Temporary Licence](#) (shortly to be replaced)
[PSO 6700 – Home Detention Curfew](#)
[PSI 29/2014](#) – PI 26/2014 Release on Licence for Foreign National Prisoners Pending Deportation
[PSI 31/2014](#) – PI 29/2014 Post Sentence Supervision Requirements
[PSI 32/2014](#) – PI 30/2014 Drug Appointment and Drug Testing For Licence Conditions and Post Sentence Supervision Requirements
[PSI 36/2014](#) - PI 53/2014 – Polygraph Examinations
[PSI 39/2014 – AI 26/2014](#) - PI 55/2014 - Security Vetting – Using Offenders As Mentors in the Community and in Custody
[PSI 08/2015](#) - PI 07/2015 “Permanent Resettlement Outside of England and Wales of Offenders on Licence and Post Sentence Supervision”
PI 09/2015 - Licence Conditions and Temporary Travel Abroad

Replaces the following documents which are hereby cancelled:- PSI 18/2014 – Licences, Licence Conditions and Polygraph Examinations. ***All hard copies of these Instructions must be destroyed.***

Audit/monitoring:- NOMS Deputy Directors of Custody and Controllers, will monitor compliance with the mandatory actions set out in this Instruction. The Deputy Directors of the National Probation Service should also be aware of this instruction as they will impact on their actions as part of the co-ordinated Probation Instruction.

Notes: Update 7 April 2015- this instruction has been amended to include revised telephone numbers and changes to Licence Conditions criteria at Annex A.

All Mandatory Actions throughout this instruction are in italics and must be strictly adhered to.

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1. Executive Summary

- 1.1 This Instruction updates the arrangements for the application of standard and additional licence conditions for offenders being released on licence. It includes menus of additional conditions that can be applied if it is considered that such conditions are necessary to manage risk effectively, including conditions that may be applicable when managing extremist offenders. This instruction also includes a breakdown of who is responsible for approving additional conditions for each type of sentence. This instruction is predominantly regarding offenders serving determinate sentences as a prison establishment will typically have limited involvement in the generation of licences for Indeterminate Sentenced Prisoners (ISPs), which are dealt with by the Parole Board.
- 1.2 This is an amended version of PSI 18/2014 (now obsolete) and removes the licence templates previously attached as they are now available on NOMIS. Instead, the templates of the two new Licence and Supervision Notices have been added, ready to be used once the provisions in the Offender Rehabilitation Act 2014 have gone live.
- 1.3 It should be noted that this instruction does not have direct actions related to Home Detention Curfew (HDC) or Release on Temporary Licence (ROTL). The policies for these types of release are contained in separate instructions.

Background

- 1.4 The aims of the licence period are to protect the public, to prevent re-offending and to secure the successful re-integration of the offender into the community. *Licence conditions should be preventative as opposed to punitive and must be proportionate, reasonable and necessary. Governors must have procedures in place for monitoring and enforcement.*
- 1.5 A new additional licence condition, to require certain sexual offenders in England and Wales to undergo polygraph examinations became available 6 January 2014, following commencement of provisions contained in Sections 28-30 of the Offender Management Act 2007. *The Act sets out criteria relating to age and sentence type which must be met for offenders to qualify for the condition and NOMS has set further criteria for those offenders for whom the condition must be sought and has made provision for the National Probation Service (NPS) Regions to elect to examine a further, limited number, of offenders.*
- 1.6 There are licence templates included as annexes to this instruction, these are the same templates that were included in PSI 40/2012 (now obsolete) which staff should continue to use. It is anticipated that PNOMIS will be updated shortly after the publication of this instruction to include these new templates, at which point staff should resume using that system to produce licences.
- 1.7 For an individual prison establishment there should be no broadly different approach in the application of licence conditions for offenders managed by the NPS or a Community Rehabilitation Company (CRC). Likewise, how a licence condition request is processed by a prison establishment is the same whether or not they are a resettlement prison, although it is to be expected that resettlement prisons will create far more licences than a non-resettlement prison.

Desired outcomes

- 1.8 This Instruction has been issued to ensure that prison based staff are aware of:
- standard licence conditions; and,
 - the menu of additional licence conditions available to facilitate the effective management of risk in respect of offenders on licence; and,

- the menu of bespoke licence conditions available, if necessary, in respect of extremist offenders; and,
- the process for approving additional and bespoke licence conditions; and,
- the introduction of polygraph examination licence conditions.

Application

1.9 Section 2 of this Instruction provides guidance on the process to be followed when seeking additional licence conditions, as well as the criteria to be met when considering whether such conditions are both necessary and proportionate:

- [Annex A](#) provides the menu of additional licence conditions available; and,
- [Annex B](#) provides a menu of additional licence conditions that are available for extremist offenders only;
- Annexes [C](#), [D](#) and [E](#) are flowcharts which illustrate the process applying for additional licence conditions; and
- Annexes F to J are licence templates to be used until PNOMIS is updated to include them.

1.10 Also prison staff should note a change in terminology. Where this instruction states “supervising officer”, this is intended to be the Offender Manager in charge of supervising the offender’s period on licence and not the Offender Supervisor within the establishment.

Mandatory actions

1.11 *Governors must ensure that all relevant staff are aware of and comply with the mandatory requirements which are summarised below:*

- *Governors are responsible for approving additional licence conditions generally where there is a statutory duty for the Secretary of State to release a prisoner automatically. A full explanation is at paragraph 2.9-2.11.*
- *Governors must ensure that any court-recommended licence conditions are sent to the relevant provider of probation services shortly after the prisoner has been received into custody.*
- *Governors must ensure that, where the court has recommended additional licence conditions, the court form 5089 is attached to the revised PD1 form which must be issued to the provider of probation services at least 13 weeks prior to the offender’s release.*
- *Where the supervising officer has supported a court-recommended licence condition, the Governor must ensure that it has been added to the relevant release licence.*
- *Where a supervising officer and Victim Liaison Officer (as a representative of a victim under the victim contact scheme) have put forward conflicting requests for licence conditions, the Governor must review those requests and decide under the considerations in 2.7 which conditions are placed on the licence.*
- *Governors must ensure that they act upon requests from supervising officers to vary internet related licence conditions as set out in paragraphs 2.18-2.19.*
- *Any additional licence condition must be taken from [Annex A](#), except for bespoke conditions which must be approved by NOMS Public Protection Casework Section (PPCS), and those included in [Annex B](#) which may only be used for extremist offenders. For the purposes of this document, extremist offenders includes all those convicted of offences under terrorism legislation; those whose offending is known to be linked to extremist organisations or causes including but not limited to Al Qaida/Islamic State of Iraq and the Levant (ISIL, also known as the Islamic State of Iraq and Syria or ISIS) inspired, extreme right wing or extreme left wing, animal rights or environmental issues; and those where evidence shows that they have*

been radicalised whilst in custody. These conditions have been designed to manage the specific risks to the community that may be posed by these types of offenders. As with other additional conditions, they should only be used where they can be demonstrated to be necessary and proportionate.

- *The wording of any additional licence condition from Annex [A](#) or [B](#) must not be modified except where allowed by the use of capital letters inside square brackets.*
- *Governors must ensure that staff are aware of the new licence and supervision templates and when to use them, including on offenders released directly from court.*

1.12 *Within a private prison, any mandatory actions assigned to a Governor of a releasing establishment within this instruction must be read as referring to the Controller instead as they can act as a representative of the Secretary of State.*

Resource Impact

1.13 The arrangements set out in this instruction for the setting of licence conditions are already in place and are unchanged in this instruction. The requirement for Governors to review conflicting licence condition requests from victims and supervising officers is not a new task and is covered in detail in the Domestic Violence, Crime and Victims Act 2004 (section 35).

(Signed)


Director of National Operational Services, NOMS

2. Operational Instructions

- 2.1 Offenders released from custody into the community for a period of time to be spent on licence as part of their sentence will be bound by a number of licence conditions. The standard conditions and additional conditions which can be tailored to managing the risk of serious harm and reoffending posed by the offender are explained below. Where an offender is released from custody but not on licence, they are not bound to licence conditions as discussed in this instruction.

Standard Conditions

- 2.2 Menus of licence conditions have been derived from Criminal Justice (Sentencing) (Licence Conditions) Order 2015 (2015 Order), to apply to offender sentenced under the 2003 Act. In order to ensure consistent treatment of cases, these menus of licence conditions are also used as guidance for licence conditions for those all groups of offenders who are subject to release on licence.
- 2.3 *A licence must contain the standard licence conditions set out below.* Staff should be aware that certain templates may merge condition (a) with (b), but the operation of these conditions is not affected by this change. Other wording may vary slightly on some standard licences such as some Indeterminate Sentenced Prisoner (ISP, meaning a life sentenced offender) or Indeterminate Sentence for Public Protection (IPP) licences.
- (a) *be of good behaviour and not behave in a way which undermines the purpose of the licence period;*
 - (b) *not commit any offence;*
 - (c) *keep in touch with the supervising officer in accordance with instructions given by the supervising officer;*
 - (d) *receive visits from the supervising officer in accordance with instructions given by the supervising officer;*
 - (e) *reside permanently at an address approved by the supervising officer and obtain the prior permission of the supervising officer for any stay of one or more nights at a different address;*
 - (f) *not undertake work, or a particular type of work, unless it is approved by the supervising officer and notify the supervising officer in advance of any proposal to undertake work or a particular type of work;*
 - (g) *not travel outside the United Kingdom, the Channel Islands or the Isle of Man except with the prior permission of your supervising officer or for the purposes of immigration deportation or removal.*

Additional Licence Conditions

- 2.4 Licences may also include additional conditions, for example, exclusion zones or non-contact restrictions, provided that these fall within one of the categories prescribed in the 2015 Order.
- 2.5 These categories are:
- (1) residence at a specified place;
 - (2) restriction of residency;
 - (3) making or maintaining contact with a person;
 - (4) participation in, or co-operation with, a programme or set of activities;
 - (5) possession, ownership, control or inspection of specified items or documents;
 - (6) disclosure of information;
 - (7) curfew arrangement;
 - (8) freedom of movement;

- (9) supervision in the community by the supervising officer, or other responsible officer, or organisation.
- 2.6 If supervising officers assess that standard conditions are not sufficient to assist the offender's successful integration into the community, to prevent further re-offending and ensure the protection of the public, they may give consideration to using the additional conditions at Annex [A](#) or [B](#) to this instruction. ***If a condition is used from this list the exact wording must be used and it must not be altered or tailored in any way, except for selecting specific options from within any square brackets in the relevant condition.***
- 2.7 *The supervising officer must decide in consultation with senior probation colleagues if the request for an additional licence condition(s) is both necessary and proportionate to manage the offender's risk.*
- **Necessary** means that the condition is necessary to enable the supervising officer to manage the risks identified and no other less onerous condition will suffice. *The condition must be needed to allow for effective management of the offender.*
 - **Proportionate** means that any restriction or loss of liberty arising from the imposition of the condition is proportionate to the level of risk presented by the offender that no other less intrusive means of addressing the risk is available or appropriate. The condition cannot go further than is necessary to manage the risk.
- 2.8 Wherever possible, **the prison must provide the Pre-Discharge Form 1 (PD1), available on Prison NOMIS, to the supervising officer by the thirteenth week prior to the offender's release.** *Supervising officers must complete the PD1 form when requesting licence conditions and must provide a full explanation as to why additional conditions are deemed necessary and proportionate. Wherever possible, this must be completed by the required deadline of no later than 28 days before the offender's release.* It is also the supervising officer's responsibility to confirm to the Victim Liaison Officer (if applicable) the progress of any victim related licence conditions, including when they are put forward to the decision making authority and if they were accepted onto the licence or not.

Approving Additional Conditions

- 2.9 Additional conditions can only be inserted and can only be enforced if they are lawful. It is the duty of the responsible authority to review the requests for additional conditions from supervising officers. This authority breaks down as follows:
- Where a prisoner is released automatically under a statutory duty for the Secretary of State to release the prisoner, the Governor will be responsible for setting the licence conditions, and will retain responsibility after any recall;
 - Where the initial release is made at the discretion of the Parole Board, then the Board will be responsible for approving the conditions and will retain responsibility after any recall.

For old sentences and those sentenced to the Extended Determinate Sentence where there is a Parole Eligibility Date, as above it will depend whether the initial release is by the Parole Board or whether it falls to the automatic release point as to who will be responsible for approving the licence conditions.

- 2.10 *Prison Governors must only approve requests for licence conditions and must not insert licence conditions that have not been submitted to them. Should there be multiple versions of a victim related condition submitted, such as two versions of an exclusion zone, the Governor must decide which of the conditions best meets the requirements set out in 2.7 taking into account any evidence or arguments put forward by the supervising officer and the Victim Liaison Officer/Victim.*

- 2.11 *Prison staff must use the appropriate template and ensure that any additional licence conditions are included on the licence.*

Judicial Recommendations

- 2.12 The CJA 2003 introduced a power for sentencers, when passing sentences of more than 12 months on those who have committed offences on or after 4 April 2005, to recommend to the Secretary of State the inclusion of specific additional licence conditions. The Secretary of State is required to give due regard to any such recommendation, which will be considered by the supervising officer in consultation with the Public Protection Casework Section (PPCS) of the Offender Management and Public Protection Group (OMPPG). There is a presumption that wherever possible, all such recommendations will be included when releasing a prisoner on licence. However, it is accepted that in some cases, the circumstances of the offender may have changed to such a degree that the concerns leading to the judicial recommendation are no longer relevant or that the condition may be detrimental to managing the offender's risk.
- 2.13 *The Governor of the holding prison must send information on any judicial recommendations to the relevant provider of probation services shortly after the prisoner has been sentenced and received into custody using a copy of the record sheet 5089. Providers of probation services have been advised to record locally any court-recommended condition(s) and ensure that it is considered prior to any type of release under Chapter 6 of the CJA 2003 occurring. Those types of release (each under the CJA 2003) are:*
- Release on HDC;
 - Early release on licence on compassionate grounds;
 - An extended sentence prisoner (in relation to those aged 18 or over only);
 - A standard determinate sentence prisoner.
 - Any court-recommended condition in respect of a prisoner liable to deportation, but who is released from custody on licence (as in the above bullet points) rather than held under Immigration Service powers (i.e. NOT previously removed under the Early Removal Scheme), should also be considered.
- 2.14 *As part of the pre-discharge process, Governors must ensure that, where the court has recommended additional licence conditions, record sheet 5089 issued by the court is attached to the revised PD1 form which is issued to the provider of probation services several weeks prior to release.*
- 2.15 *Where it has been decided by the supervising officer to accept a court-recommend licence condition, the Governor must ensure that it has been added to the relevant release licence.*
- 2.16 *If the supervising officer assesses the recommended licence conditions as not being necessary or proportionate to managing the risk of the offender in the community, they must consult with PPCS to seek authority to omit such conditions from the licence. In cases where PPCS feels it to be detrimental or inappropriate to include the court-recommended licence condition in the licence, it will write to the sentencing judge to advise him/her of the decision and will provide reasons, and will also inform the Governor of the holding prison so that it may be recorded.*

Conditions for Extremist/Terrorist Offenders

- 2.17 These conditions are set out in [Annex B](#) and have been designed to manage the specific risks to the community that may be posed by offenders convicted of extremist or terrorism related offences in the event that the supervising officer considers the management of the risk in the community requires additional licence conditions not covered by those listed in [Annex A](#). *They must not be used for other types of offenders.*

Bespoke Conditions

- 2.18 *If the wording of the standard or additional licence conditions set out in Annex [A](#) or [B](#) is not judged to be sufficient to manage specific risk factors, consideration must be given as to whether, exceptionally, an application needs to be made for a “bespoke” condition. If so a formal application must be made by the supervising officer to PPCS. If the offender is in custody (and is not a recalled offender) the request should be made to the contacts on the front cover of this instruction, taking into account whether the case is pre or post release.. Any request made must provide full details of the risks posed by the offender and the reasons why the standard conditions are not judged to be sufficient so that an assessment of the necessity and proportionality of the request can be made.*
- 2.19 *Governors must ensure that any bespoke conditions (i.e. any variation to the exact wording of Annex [A](#) or [B](#)) have been approved by PPCS prior to adding them to the offender’s licence.*

Electronic Monitoring

- 2.20 The application of Electronic Monitoring related licence conditions is restricted to offenders who are Critical Public Protection Cases (CPPC) and/or being managed at MAPPA Level 3, or those who are being released on Home Detention Curfew (HDC). It should be noted that this restriction does not apply to curfew conditions which are not electronically monitored.

Polygraph Examinations

- 2.21 Legislation was passed in July 2013 to allow polygraph examinations to be carried out on licence for certain sexual offenders released from prisons to addresses in England and Wales. Further information is contained in [PSI 36/2014](#) - PI 53/2014 – Polygraph Examinations.
- 2.22 *Supervising officers must make a request as per the normal routes for additional licence conditions.* The wording of the condition is:
- To comply with any instruction given by your supervising officer requiring you to attend polygraph examination. To participate in polygraph sessions and examinations as instructed by or under the authority of your supervising officer and to comply with any instruction given to you during a polygraph session by the person conducting the polygraph.

Exclusion Zones

- 2.23 In some instances it will be necessary to apply for an exclusion zone to prevent an offender from entering or visiting a specific area whilst under supervision. This could include restrictions around schools, addresses of previous victims or locations where the individual is at risk of drug and/or alcohol misuse. Exclusion zones are normally used to prevent further offending associated with a particular area, for example gang related offences or to address an identified threat to a victim or other person identified as being at risk.
- 2.24 *The purpose of an exclusion zone condition must be clear and necessary, and the size of the exclusion zone reasonable and proportionate.* Furthermore there may be occasions when it is necessary to balance the views of the victim with the need to support an offender’s effective resettlement. For example, in some cases the offender, with prior approval from the supervising officer, may need to cross an exclusion zone by a prescribed route to get to work, or to enter the zone in order to seek medical care. However, it should be presumed that the access is only granted where there are no other alternatives – the offender’s convenience is not a reason for modifying an exclusion zone.

- 2.25 It is important that an exclusion zone is drawn as proportionately as possible, to effectively manage the risk that the offender presents and remain practical to manage and enforce. It may be necessary to obtain lifestyle details relating to the victim(s) and their families, such as where they live, work and socialise, together with similar information about the offender's family and lifestyle patterns. *Where there is a Victim Liaison Officer (VLO) involved, the supervising officer must discuss the case with them so that the victim's views are taken into account and the VLO understands the supervising officer's reasoning for the particular zone (see also 2.31 below with regard to victim considerations).*
- 2.26 *Any exclusion zone must be spelt out clearly where possible in terms of road or geographical boundaries such as canals and rivers, and should leave the offender and supervising agencies in no doubt as to whether a breach has occurred.* For instance, an exclusion zone drawn across a middle of a field or park where it would leave any doubt as to whether the offender is inside or outside of the zone should be avoided unless there is no way to draw the zone proportionately otherwise.
- 2.27 *The offender must be given a map of the exclusion zone(s) by the supervising officer, and a list of the road/geographical boundaries (if the map is not detailed enough to show each road or boundary). A copy of the zone boundaries (and list of boundaries if appropriate) must be sent to the appropriate decision maker when applying for the condition.*
- 2.28 *Where a large exclusion zone is being considered, supervising officers must consult with the Post-Release Casework Team of PPCS for advice, who in turn may seek legal advice.* The term "large" will have a different meaning in a city compared to a rural area, and different considerations will need to be adopted. For instance, the lack of road junctions in a rural area may require a zone to be drawn larger than intended in order to ensure that there are clearly defined boundaries, which would not be an issue in an inner city.

Victims and Licence Conditions

- 2.29 *Victims who qualify for the statutory victim contact scheme have the right to make representations about licence conditions that relate to them and must be informed about relevant conditions which are included in the offender's licence under the statute of section 35 of the Domestic Violence, Crime and Victims Act 2004 (2004 Act).* In cases where the victim does not qualify for statutory contact, but where the National Probation Service has used discretion to provide them with the Scheme, the victim receives the same level of service as those with a statutory entitlement, and will be able to make representations about licence conditions.
- 2.30 The Craven Judgement (2001) has allowed for conditions to be imposed on the licence in order to prevent distress caused to the victim by a possible encounter between the victim and offender, rather than to protect them from a specific risk posed by the offender.
- 2.31 Exclusion zones constitute an interference with the rights of offenders under article 8 of the ECHR (right to a private and family life). However, this interference can be justified if it is necessary and proportionate. Necessary means an appropriate way of interfering with the right bearing in mind the objective it is sought to achieve and proportionate means there is no less intrusive means of achieving that objective. *R (Craven) v Home Secretary* is authority that sparing the victim and the victim's family from the emotional harm that may arise from a chance meeting with the offender is an objective that can justify the interference constituted by an exclusion zone. *However, the zone and any applicable restrictions must be considered carefully and be no greater in extent or severity than is needed to minimise the risk of chance encounters whilst taking into consideration the effects on the offender's ability to visit family or friends, undertake work or carry out other legitimate activities. The interference with the article 8 rights of the offender's family must*

also be considered and it should be recognised that the complete eradication of any risk will often not be achievable whilst maintaining a proportionate exclusion zone.

- 2.32 A “no contact” condition or exclusion zone (see below) does not have to be restricted to the victim of the index offence. It could be the victim of a previous offence where they have been brought into the victim contact scheme on a discretionary basis, or the family of the victim of the index offence, where there is grounds to believe that the offender may target them or seek to make contact even though contact may cause distress. These conditions can even be imposed for the protection of the offender although typically it will suffice to advise the offender to avoid confrontations which could increase his risk. It might also be appropriate to have a “no contact” or exclusion zone condition for someone who is at risk of becoming a victim, or who is vulnerable to the particular risk posed to the offender. This may be particularly pertinent with offenders who have a history of domestic violence, as evidenced by previous call outs, or intelligence from children’s services etc.
- 2.33 While there is a preference for including the victim’s name in any non-contact conditions, this is not a requirement and in some circumstances there will be strong grounds for not doing so. In such cases the licence condition should only refer to the individual as “victim” or “victim of the index offence”. Where this is required for members of the victim’s family, they should be listed as “victim’s brother” or “victim’s mother” etc. A non-contact condition should never specify the “victim’s family” as it is not a clearly defined group of people.
- 2.34 The 2004 Act requires the probation provider to forward the victim representations about licence conditions to whoever is responsible for making the decision to place those conditions on a licence (either the Parole Board/Prison Governor as appropriate). If there is a disagreement between the supervising officer and VLO on behalf of the victim about the licence conditions requested, the VLO inform the victim of those concerns, particularly if there are concerns that the requested zone is too large or not based on evidence and could be disproportionate. While the victim’s expectations should be managed, the VLO must try to ensure that pressure is not applied to a victim to change their requests which would only result in additional distress.
- 2.35 However if agreement cannot be reached with the victim about the appropriate licence conditions to propose, the provider of probation services is under a statutory duty to forward the victim’s representations to the Governor of the releasing establishment as per the responsibilities as per paragraph 2.9. The provider of probation services is, of course, not obliged to agree with or advocate the victim’s representations and the supervising officer may apply for a condition that differs from that proposed by the victim. In such circumstances the Governor would be required to choose the appropriate condition to include in the licence based on the evidence provided by the supervising officer and the VLO/victim.

Issuing of Licences

- 2.36 *Prison staff must ensure that one copy of the licence must be given to the prisoner on discharge. Also, one copy (as signed or certified) must be kept on the prisoner's F2050 record and another sent to the supervising officer. Further copies must be sent by the Prison to the National Identification Service (NIS) at New Scotland Yard and to the Chief Constable of the area to which the prisoner is being released. If the licence is subsequently varied, updated copies must be sent out once more by the Prison to the same contacts as if the offender had been originally discharged.*
- 2.37 *When explaining licence conditions to offenders prior to release, staff must ensure that the offender understands any such conditions. This is particularly important with additional and bespoke conditions as they may contain complex or detailed requirements. In addition, staff must take into account any issues such as English as a second language, or learning*

disabilities that may prevent the offender from understanding completely what is required of them.

Licence Templates and Licence and Supervision Notice Templates

- 2.38 The licence templates previously attached to PSI 18/2014 are now available on NOMIS and, where these are required they should be produced using NOMIS. If you are unable to produce a licence using NOMIS, please contact the NOMIS helpdesk on 0191 587 8588 or #6598 and select option 3.
- 2.39 The forms have been created to enable easy editing, with the information which is required to be entered contained with square brackets. *Note that while this instruction is Official, once the licence is complete with the information for an offender's release, the licence must be treated under the marking "OFFICIAL SENSITIVE".*
- 2.40 Those licences are:
- All Purpose Licence ([Annex F](#)): This is the standard licence that should be used for the majority of (non-HDC) releases from sentences of 12 months or more, where the offender is sentenced under the Legal Aid, Sentencing and Punishment of Offenders Act (LASPO) 2012 (i.e. for sentences of 12 months or more for offences committed prior to 1 February 2015, and for sentences of 24 months or more where the offence was committed after that date). It is designed with flexibility in mind as well, so this template can also be used, for example, for sentences previously subject to the 1991 Act release provisions where the licence and sentence end on different dates - the respective dates can both be inserted on the licence..
 - All Purpose HDC Licence ([Annex G](#)): This licence should be used for sentences made under the provisions of LASPO as described in the above bullet point but where the prisoner is being released on HDC. As with [Annex F](#), this licence is designed to be as flexible as possible and allows for both the HDC conditions and expiry date and the probation supervision licence conditions and expiry date (which replicate the Annex F template) to be included on the one licence.
 - Less than 12 months HDC Licence ([Annex H](#)): This licence should be used for offenders sentenced to a custodial term of less than 12 months and who are released on HDC (where there are no probation supervision conditions). This template is only to be used for sentences related to offences committed prior to 1 February 2015 where there is no concurrent sentence which attracts a licence period and/or a post sentence supervision period.
 - Youth Notice of Supervision ([Annex I](#)): This licence is for young adult offenders released from a DYOI, or section 91, sentence of less than 12 months who are subject to the provisions of new section 256B of the 2003 Act which requires a three month period of supervision. Please note that this notice of supervision does not contain supervision requirements that apply to a post sentence supervision period, as with an offender sentenced under the Offender Rehabilitation Act 2014. This template is only to be used for sentences for offences prior to 1 February 2015 where there is no concurrent sentence which attracts a licence period and/or a post sentence supervision period.
 - Youth HDC Licence ([Annex J](#)): This is for young adult offenders serving DYOI or s91 sentences of less than 12 months and subject to the same three month supervision requirement as those above - but who are also released on HDC. This licence combines both the HDC conditions and expiry date and the s256B supervision conditions and expiry date (which is set at three months for all cases). As the maximum HDC period for sentences of less than 12 months will always be

less than three months, the expiry date for the HDC conditions (the half-way point in the sentence) will fall before the end of the three month supervision period. This template is only to be used for sentences related to offences committed prior to 1 February 2015 where there is no concurrent sentence which attracts a licence period and/or a post sentence supervision period.

- 2.41 The above licences are attached to this instruction as paper templates; however NOMIS should continue to be used where possible, but the additional Word template can be used if needed. Also attached to this instruction are templates to be used for offenders sentenced to a custodial term of more than one day but less than two years, introduced under the Offender Rehabilitation Act (ORA) 2014. Following commencement of sections 1 to 7 of the ORA 2014 this group of offenders is subject to a licence and a subsequent post-sentence supervision period. For further information about the supervision period and supervision requirements, please see [PSI 31/2014](#) – PI 29/2014 “Post-Sentence Supervision Requirements”.
- 2.42 Those licence and supervision notices attached as annexes to this instruction are:
- Licence and Supervision Notice ([Annex K](#)): This is the standard version of the licence and supervision notice, which incorporates a section for licence conditions and one for post sentence supervision requirements.
 - Licence and Supervision Notice ([Annex L](#)): As with Annex F, this incorporates both licence conditions and post sentence supervision requirements as well as a section for the Home Detention Curfew requirements.
 - Supervision Notice ([Annex M](#)): This is to be used where an offender is being released on their licence expiry date (LED), so they have no further licence period and only a supervision period left to serve. *This licence only includes a supervision period and must not be used for any offenders who are being released on licence.*
- 2.43 Both Annex [K](#) and [L](#) are also placed on NOMIS, and the templates are included here in case of emergencies. However, [Annex M](#) is yet to be included on NOMIS and should be used as a paper template until it is added. Once it is added to NOMIS, all OMUs will be informed by email.

Additional Licence Condition Criteria and Table

Any additional conditions must be necessary and proportionate.

CATEGORIES	LICENCE CONDITIONS	ADVICE
<p>1. Residence at a specific place</p>		<p>There are no additional conditions pre-approved for this category. However bespoke conditions can be requested within this category if necessary on a case by case basis.</p>
<p>2. Restriction of residency.</p>	<p>(a) Not to reside (not even to stay for one night) in the same household as [ANY / ANY FEMALE / ANY MALE] child under the age of [INSERT AGE] without the prior approval of your supervising officer</p>	<p>Such a condition would normally be more effective if it is combined with a condition concerning making or maintaining contact with a person (see 3 below).</p>
<p>3. Making or maintaining contact with a person.</p>	<p>(a) Attend all appointments arranged for you with [INSERT NAME], a psychiatrist / psychologist / medical practitioner and co-operate fully with any care or treatment they recommend.</p> <p>(b) Receive home visits from [INSERT NAME] Mental Health Worker</p>	<p><i>Where a supervising officer requires an offender to attend a session with a psychiatrist / psychologist / medical practitioner, he or she must be named and must be willing to treat the offender concerned.</i></p> <p>This condition should only be used if the offender consents to the treatment. Declining to co-operate with this condition means the offender is not addressing his/her offending behaviour and the possible consequence of this needs to be explained to the offender.</p> <p>Where consent is not forthcoming the expectation that the offender access psychiatrist/psychologist/medical intervention and treatment should be written in the Risk Management Plan and Sentence Plan. If the objective is not complied with then inference can be drawn that the Risk of Serious Harm is not being addressed and the purpose of supervision/rehabilitation undermined. It will then be possible to recall under the relevant standard condition. This should be explained to the offender and recorded as the discussion having taken place.</p> <p>The requirement that an offender attend a duly qualified medical practitioner also includes any reasonable request to undergo drug counselling.</p>

	<p>(c) Attend [INSERT APPOINTMENT TIME DATE AND ADDRESS], as directed, to address your dependency on, or propensity to misuse, a controlled drug</p>	<p>Please note that this condition may only be applied once the relevant provisions of the Offender Rehabilitation Act 2014 come into force. Once they are, please refer to the guidance on the use of drug testing in PSI 32/2014 – PI 30/2014 Drug Appointment and Drug Testing For Licence Conditions and Post Sentence Supervision Requirements</p>
	<p>(d) Should you return to the UK and Islands before the expiry date of your licence then your licence conditions will be in force and you must report within two working days to your supervising officer.</p>	<p>This condition should be imposed as a licence variation on a licence issued to an offender who is about to be deported from the United Kingdom or is resettling overseas under PSI 08/2015 – PI 07/2015 “Permanent Resettlement Outside of England and Wales of Offenders on Licence and Post Sentence Supervision”.</p> <p>The objective of this condition is to ensure that the offender knows that if they return to the UK and Islands prior to the expiry of the licence period then the other conditions on the licence will resume and they will be expected to report back to their supervising officer.</p> <p>This condition is not on NOMIS and will need to be entered into the bespoke condition field. It is not otherwise to be considered under the policy for bespoke licence conditions.</p>
	<p>(e) Not to seek to approach or communicate with [INSERT NAME OF VICTIM AND / OR FAMILY MEMBERS] without the prior approval of your supervising officer and / or [INSERT NAME OF APPROPRIATE SOCIAL SERVICES DEPARTMENT].</p>	<p>Licence conditions requiring an offender not to contact the victim or members of the victim’s family should ordinarily include the names of the individuals to whom the ‘no contact’ condition applies. However, there may be circumstances particular to a case where the naming of an individual is not appropriate where placing a victim and/or family member’s name on the licence could cause additional emotional distress.</p> <p>Consideration should be made on a case by case basis as to whether indirect contact by the offender through another party has breached this condition. Where it can be shown that an offender acted deliberately to cause the indirect contact to occur, they can be considered to have breached the condition.</p> <p>Both existing Prohibited Contact Requirements – 5(a) and 5(b) - are considered</p>

		<p>to include the internet as a method of communication and so do not need to be further modified in order to capture this type of contact. They are suitable for use to limit the use of the offender on social media; however, supervising officers may wish to make this clear to offenders when explaining those conditions.</p>
	<p>(f) Not to have unsupervised contact with [ANY / ANY FEMALE / ANY MALE] children under the age of [INSERT AGE] without the prior approval of your supervising officer and / or [INSERT NAME OF APPROPRIATE SOCIAL SERVICES DEPARTMENT] except where that contact is inadvertent and not reasonably avoidable in the course of lawful daily life.</p>	<p>A licence condition prohibiting unsupervised contact with children should only be used where there is an identified risk against children. The use of such a condition is normally to supplement those conditions which prohibit living or working with young people. The wording of the condition does allow for inadvertent contact, e.g. through travelling on public transport or going to the shops without breaching the condition.</p> <p>The upper age limit should normally be 16 for offenders who have committed sexual offences against children, since the majority of those types of offences relate to children under 16. The exceptions are offences committed under ss16-19 Sexual Offences Act 2003 where the offender was in a position of trust, and those committed against family members (under ss25 and 26). Similarly, where the offender is shown to be posing a risk of harm to children but has not committed sexual offences, the upper age limit should also normally be 16, except in situations where the offender was in a position of trust, or could be again in the future.</p> <p>Supervising officers should consider whether the offending behaviour indicates that the condition can be restricted to children of one gender. It is unlikely to be proportionate to prohibit contact with all children if the offending behaviour has only been directed towards children of one gender.</p> <p>Where the risk is not to family members, exceptions to the condition may be needed to allow contact with family members under the age of 16 or 18.</p>
	<p>(g) Not to contact or associate with [NAMED OFFENDER(S) / NAMED INDIVIDUAL(S)] without the prior approval of your supervising officer.</p>	<p>In most cases it will be difficult to justify a general condition preventing an offender from associating with “any ex-offender”. <i>The name of the offender must be inserted.</i> It is acceptable to require non-association with named individuals who are linked with previous offending (for example, convicted members of a child sex offender ring) or individuals with whom the supervising</p>

		<p>officer has good reason to believe that association could lead to future offending (for example, a child sex offender who has forged links with other child sex offender whilst in prison). In cases where a person's offending is not linked to a restricted number of individuals it is more difficult to justify a non-association condition.</p> <p>Where the intention is to prevent the offender from contacting a victim of a previous offence, condition 4(a) should be used instead.</p>
	<p>(h) Not to contact or associate with a known sex offender other than when compelled by attendance at a Treatment Programme or when residing at Approved Premises without the prior approval of your supervising officer.</p>	<p>In respect of associating with sex offenders the supervising officer can consider this condition if it is reasonable that the offender could be expected to know certain individuals as they have served on the same wing, attended the same programme etc. The supervising officer should evidence this at the point of enforcing this condition.</p> <p>Where an offender is being housed other than at an Approved Premises as required by the provider of probation services and may be associating with known sex offenders due to this, such as at Langley House Trust accommodation, the supervising officer will need to inform the offender that they are not subject to breach under this condition.</p>
	<p>(i) Not to contact directly or indirectly any person who is a serving or remand prisoner or detained in State custody, without the prior approval of your supervising officer</p>	<p>Where an offender is associating with other criminals and there is reason to believe that the association is likely to lead to reoffending, the offender could be recalled under the good behaviour condition.</p>
	<p>(j) Not to associate with any person currently or formerly associated with [NAME OR DESCRIBE SPECIFIC GROUPS OR ORGANISATIONS] without the prior approval of your supervising officer.</p>	<p>This groups and organisation condition may be appropriate for certain offenders, but only if there is a clear link between the offending behaviour and/or current risk factors and one or more identifiable groups or organisations such as extremist groups or gangs. As with other conditions that engage the offender's rights, this condition can only be used where it is necessary and proportionate to manage the risk posed by the offender. You will need to take into account the nature of the offending to check that the condition is justified. Prohibited activity should always be subject to the clause "....without the prior</p>

		approval of your supervising officer”. <i>The supervising officer must determine if it is appropriate to grant such approval in all the circumstances of the case.</i>
4. Participation in, or co-operation with, a programme or set of activities.	(a) To comply with any requirements specified by your supervising officer for the purpose of ensuring that you address your alcohol / drug / sexual / violent / gambling / solvent abuse / anger / debt / prolific / offending behaviour problems at the [NAME OF COURSE / CENTRE].	<p>These conditions are routinely used to ensure offenders participate in offending behaviour programmes, and typically would involve the elimination of those options which do not apply in each case.</p> <p>Where this has been applied to a licence, and the offender fails to meet the criteria for a particular offending behaviour programme (such a denier sex offender not qualifying for a particular sex offender treatment programme which requires an admission of guilt), then the offender cannot be considered to have breached the condition.</p> <p>The previous programme licence condition which related specifically to Prolific and other Priority Offenders is now considered to form part of 5(a) using the relevant sections within the condition.</p>
	(b) Not to undertake work or other organised activity which will involve a person under the age of [INSERT AGE], either on a paid or unpaid basis without the prior approval of your supervising officer;	The age limit is usually to be 16 unless the offender would be in a position of trust, in which case the age limit should be 18.
5. Possession, ownership, control or inspection of specified items or documents.	(a) Not to own or possess more than one mobile phone or SIM card without the prior approval of your supervising officer and to provide your supervising officer with details of that mobile telephone, including the IMEI number and the SIM card that you possess.	<p>This condition is applicable where it is believed that the offender is using multiple phones or SIM cards in an effort to conceal offending behaviour or contact which is disallowed under other conditions.</p> <p>The International Mobile Equipment Identify (IMEI) number can be found by typing *#06# into the keypad of most phones or within the battery compartment of a mobile phone. It is used to identify an individual mobile phone, and does not change when the SIM card/phone number is changed.</p>
	(b) Not to own or possess a mobile phone with a photographic function without the prior approval of your	This condition would be permissible where a camera phone has been used in previous offending or there is a risk that behaviour could escalate whereby a camera phone could be potentially used in future offending. Whilst it would be

	<p>supervising officer.</p>	<p>primarily used against sex offenders, there may be other types of offenders (such as extremist offenders) where individual cases can warrant the condition.</p>
	<p>(c) Not to own or use a camera without the prior approval of your supervising officer.</p>	<p>For the purposes of this condition, a camera is taken to mean any camera which is not a camera-phone. The word camera is also taken to mean items such as camcorders. The condition is intended to mean both digital and non-digital cameras, including devices such as webcams.</p> <p>This condition would be permissible where a camera has been used in previous offending or there is a risk that behaviour could escalate whereby a camera could be potentially used in future offending.</p>
	<p>(d) To make any device capable of making or storing digital images (including a camera and a mobile phone with a camera function) available for inspection on request by your supervising officer and/or a police officer.</p>	<p>This condition should be considered to be a less invasive version of conditions 5(b) and 5(c) as it allows for an offender to use such items, but inspections can be required by both the supervising officers and police officers if required.</p> <p>Refusal to allow a device to be removed for checks can be considered a breach of the condition, as can tampering with any monitoring software installed.</p> <p>Supervising officers can ask for any or all devices to be presented for inspection. If any others are then found, that would be a breach of the condition. This is not intended to include devices such as USB memory sticks, CDs or a computer itself within the remit of the licence condition, but is limited to camera or camera-like devices as well as any storage devices (such as memory cards associated with those devices). For the inspection licence condition related to computers, see 5(g).</p> <p>Supervising officers may want to liaise with their local police force regarding the implementation of checks on equipment, as they may already have equipment and the technical abilities to conduct these checks.</p>
	<p>(e) To surrender your passport(s) to your supervising officer and to notify your supervising officer of any intention to apply for a new passport.</p>	<p>The requirement to hand over a passport should be used where there is a perceived flight risk, or where the offence history has a direct link to travel (such as the importation of drugs).</p> <p>It can also be used where an offender has been released on licence while pending deportation, and where it is necessary to retrieve the documents from</p>

		<p>the offender in order to correctly identify the offender's nationality for Home Office Immigration Enforcement purposes.</p> <p>Consideration should also be given to safe storage, and liaison with local police on this aspect would be considered best practice. The offender should still be able to access the passport as required should it be needed for other identification purposes (for instance, where a drivers licence is not available), but the supervising officer should take account of this and the passport should be handed back in once that activity is completed.</p>
	<p>(f) Not to use or access any computer or device which is internet enabled without the prior approval of your supervising officer; and only for the purpose, and only at a public location, as specified by that officer.</p>	<p>This condition should only be used where past offending is linked to use of the internet, or there is sufficient risk that the offender may in future use the internet to offend, such as a child sex offender. It is therefore suitable primarily for sex offenders, but may also be considered for offenders with various types of offences including (but not limited to): commerce related convictions, harassment, hacking, extremism, and any type of conviction where online communications may be linked to further offending.</p> <p>This condition is intentionally worded to cover all types of devices which grant access to the internet for the user, including computers, internet enabled mobile telephones, tablets (including eReaders such as Kindles, Kobos, Nooks and other devices of this type), gaming consoles (including handheld devices), and television sets with internet access. This is not intended to be an exhaustive list, and supervising officers should ensure that thought is given to the possibility of use of any device with internet access.</p> <p>This condition is intended to prohibit the offender from accessing the internet, other than in designated public places. The supervising officer should restrict the location from which an offender can access the internet to a public place deemed suitable in each case. This may be one place, or more than one, depending on the case. Suitable locations are likely to include Jobcentres or libraries, but may also include other premises where appropriate, such as the offices of the provider of probation services, or the offender's place of work. Access from internet cafés or another person's home should not be allowed</p>

		<p>under any circumstances.</p> <p>Should the condition be reviewed and amended during the licence period, and the supervising officer permits access from an offender’s own computer/device, then 7(a) should also be added to the licence in order to ensure that the offender’s internet usage can be checked.</p> <p>As well as restricting the location, this condition is intended to restrict the purposes for accessing the internet. Suitable purposes should ordinarily only be limited to seeking employment, for study, or for work (i.e. as part of the offender’s job). However, there may be legitimate circumstances where an offender will seek access in addition to those reasons (e.g. research for legal cases, applying for a driving licence or payment of bills online). In those cases, the offender may request permission from their supervising officer who will review their application against any potential risks.</p> <p>Examples of restrictions which may apply under this condition include an offender required to use computers only at the college they attend for education, or a requirement using a combination of 5(b) and 7(a) to require an offender to only use a computer or internet-enabled device upon which monitoring software has been installed.</p> <p>No conditions which allow the use of computers will overrule Approved Premises rule #14, “I must not bring in to the Premises any electrical, electronic or photographic item, unless the Approved Premises (AP) Managers allow it. If any such item can receive live TV broadcasts, I must have a valid licence. I must make sure that any electrical item I have has a valid portable appliance test (PAT) certificate where necessary.” This rule is in order to ensure that any licensing and electrical testing is up to date and in place, as well as preventing any devices which would be inappropriate for a communal setting.</p>
	<p>(g) Not to delete the usage history on any internet enabled device or computer used and to allow such items to be inspected</p>	<p>This condition is intended to allow for inspection and/or monitoring of internet usage. This may be in addition to 5(b) as a means of checking compliance with that condition, or by itself.</p>

	<p>as required by the police or your supervising officer. Such inspection may include removal of the device for inspection and the installation of monitoring software.</p>	<p>The requirement for the offender to allow monitoring software to be installed onto their equipment will only apply in areas where such software is available to the provider of probation services or the police and agreement among these parties has been reached that it will be used, prior to adding it to the licence.</p> <p>Refusal to allow a device to be removed for checks can be considered a breach of the condition, as can tampering with any monitoring software installed.</p> <p>Supervising officers can ask for any or all devices to be presented for inspection. If any others are then found, that would be a breach of the condition.</p> <p>Supervising officers may want to liaise with their local police force regarding the implementation of checks on equipment, as they may already have equipment and the technical abilities to conduct these checks. This is especially relevant for MAPPA cases, where the police may be keen to investigate the equipment themselves. However, any such checks by the police must be in line with the probation supervision. It must be made clear that prior to any checks being made, the supervising officer must be informed in order to ensure that the frequency of the checks are appropriate to the case.</p>
<p>6. Disclosure of information</p>	<p>(a) Provide your supervising officer with details [SUCH AS MAKE, MODEL, COLOUR, REGISTRATION] of any vehicle you own, hire for more than a short journey or have regular use of, prior to any journey taking place.</p>	<p>The condition requiring notification of vehicle details should normally only be applied for when the offending relates specifically to the use of a car and/or there is a direct causal link between the offender's identified risk factors and the use of a vehicle. As with all licence conditions, inclusion of this condition in a licence will have to be a necessary a proportionate way of achieving one or more of the aims of the licence to be lawful.</p> <p>As this condition requires the offender to inform his supervising officer prior to travel, it can result in a more organised lifestyle. It is inherent that it is required for travel on more than a short journey, and so should not include typical bus and taxi journeys. Where the offender intends to hire a hire car, they should discuss this with their supervising officer prior to hiring the vehicle as it may not be able to provide details of the specific car prior to hiring it. In this case, the supervising officer should be informed of the intention, and then given the</p>

		details of the vehicle at the earliest opportunity as discussed.
	(b) Notify your supervising officer of any developing intimate relationships with [WOMEN / MEN / WOMEN OR MEN].	Conditions relating to the notification of intimate relationships can be used if there is a specific risk of groups of people. Where specific risks are involved, a blanket ban may be difficult to justify and it would be preferable to say whether the condition relates to males or females and provide reasons.
	(c) Notify your supervising officer of any developing personal relationships, whether intimate or not, with any person you know or believe to be resident in a household containing children under the age of 18. This includes persons known to you prior to your time in custody with whom you are renewing or developing a personal relationship with.	The definition of intimate relationships can be subject to interpretation. In all cases the risk and previous offending behaviour should be carefully considered. Where individuals are known to pose an immediate risk to women/men enforcement action may best be planned for through the good behaviour condition where concerns are expressed by potential victims or others.
	(d) To notify your supervising officer of the details of any passport that you possess (including passport number), and of any intention to apply for a new passport.	Conditions 6(d) and 8(d) are two levels of essentially the same condition in order to allow for local discretion based on the risks posed by the offender. Condition 9(d) is the less intrusive version and may be used to reinforce the standard constriction which restricts travel abroad where necessary.
7. Curfew arrangement	(a) Confine yourself to an address approved by your supervising officer between the hours of [TIME] and [TIME] daily unless otherwise authorised by your supervising officer. This condition will be reviewed by your supervising officer on a [WEEKLY / MONTHLY / ETC] basis and may be amended or removed if it is felt that the level of risk that you present has reduced appropriately.	To be lawful the total number of hours allowed as a curfew is a maximum of 16 hours per day. Any curfew over 12 hours needs to be cleared with PPCS and any additional reporting requirements within the non curfew hours could be unlawful, so these should be cleared as well. Further guidance on reporting requirements is given in section 11 of this annex. These curfew hours include any standard curfew added as part of residence at an Approved Premises (AP). For instance, where an AP has the standard curfew of 11pm to 6am would count as seven hours towards the maxima of 12 and 16 hours. <i>Blanket extended curfews across resident groups beyond those in the AP Rules are not allowed, and any extension to curfews must be</i>
	(b) Confine yourself to remain at	

	<p>[CURFEW ADDRESS] initially from [START OF CURFEW HOURS] until [END OF CURFEW HOURS] each day, and, thereafter, for such a period as may be reasonably notified to you by your supervising officer; and comply with such arrangements as may be reasonably put in place and notified to you by your supervising officer so as to allow for your whereabouts and your compliance with your curfew requirement be monitored [WHETHER BY ELECTRONIC MEANS INVOLVING YOUR WEARING AN ELECTRONIC TAG OR OTHERWISE].</p>	<p><i>considered on a case by case basis.</i></p> <p>Electronic monitoring is only available for offenders on licence who are MAPPA level 3, including those who are considered Critical Public Protection Cases (CPPC). In those cases, 9(b) should be used. For all other curfew purposes, 9(a) should be used instead.</p> <p>Any requests in relation to Intensive Supervision and Surveillance Programme (ISS) being used as a condition of licence for Young Offenders, should be referred to the Youth Justice Board.</p>
<p>8. Freedom of movement</p>	<p>(a) Not to enter the area of [CLEARLY SPECIFIED AREA], as defined by the attached map without the prior approval of your supervising officer.</p> <p>(b) Not to enter [NAME/TYPE OF PREMISES / ADDRESS / ROAD] without the prior approval of your supervising officer.</p>	<p><i>The exclusion area must be defined precisely.</i> A blanket ban on entering a large town, for example, will not always be acceptable unless the reasons for placing the zone can be supported by sufficient evidence. The zone should be no bigger than is reasonably necessary to achieve the objective sought. In order to define the exclusion area as clearly and precisely as possible, it is necessary to draw the boundaries on a map or diagram. <i>The offender must be in no doubt where the exclusion zone begins and ends.</i></p> <p>More limited exclusion zones may be used in order to prevent re-offending, for example, preventing an offender from entering an area where there are nightclubs and where previous offending has occurred. Furthermore, exclusion zones can be used to prevent an offender from entering a specific type of premises, such as a pub or an internet café, where it can be shown that such an exclusion is required to manage the offender in the community and is proportionate to the risks posed by the offender. <i>If it is felt that the required exclusion zone would interfere with the offender's day to day life, then confirmation must be sought from PPCS, who in turn may seek legal advice.</i></p> <p>It may be suitable to relax certain restrictions such as these (when not related to victim contact) on a temporary basis in order to test the offender, before removing them completely through licence variation.</p>

	(c) Not to enter or remain in sight of any [CHILDREN'S PLAY AREA, SWIMMING BATHS, SCHOOL ETC] without the prior approval of your supervising officer.	This condition is primarily designed for child sex offenders where it is linked to past behaviours or offences. OMs should also keep in mind where certain locations may allow for similar behaviour – for instance where an offender is banned from beaches due to his previous behaviour, it may be advisable to also ban the offender from swimming pools due to the similar nature of the locations.
	(d) On release to be escorted by police to Approved Premises	Conditions requiring compliance with Approved Premises or other accommodation rules must be avoided if possible. If an offender's refusal to comply with rules presents a real risk to staff or other residents, it would be reasonable to seek to recall him under the condition to be of good behaviour.
9. Supervision in the community by the supervising officer, or other responsible officer, or organisation	(a) Report to staff at [NAME OF APPROVED PREMISES / POLICE STATION] at [TIME / DAILY], unless otherwise authorised by your supervising officer. This condition will be reviewed by your supervising officer on a [WEEKLY / MONTHLY / ETC] basis and may be amended or removed if it is felt that the level of risk you present has reduced appropriately.	There should be no blanket approach for reporting requirements based on the location where the offender is housed, so it needs to be evidenced that an offender needs to have this type of condition on their licence in order to manage them in the community, and not just because they are currently housed in an Approved Premises. <i>Any requirement to report to staff more than once per 12 hours must be approved by the Post-Release Casework Team at PPCS. This includes short curfew periods being used to provide the same effect.</i>

Alcohol - general advice

Conditions prohibiting the consumption of alcohol are hard to enforce and there may be difficulties in arguing that limited consumption should always lead to recall. There is no statutory provision to allow offenders who are released on licence to be required to comply with an alcohol test. However, the condition to be of good behaviour contains sufficient power to request recall in those cases where risk is unacceptable after alcohol consumption or where an offender is ejected from an Approved Premises for consuming alcohol.

Intrusive alcohol testing can be conducted only with the offender's consent, though complying with alcohol testing can be made a condition of the Approved Premises rules that an offender is asked to sign on entry. *Should technology be available to test alcohol levels without requiring bodily fluids then it may be permissible to do so, but as with any requests for conditions related to alcohol consumption,*

they should be treated as bespoke and must be approved by the Post-Release Casework Team in PPCS so that legal advisors can be consulted.

RESTRICTED ADDITIONAL CONDITIONS

The conditions listed below must only be applied as instructed by the relevant criteria, and sit outside of the usual necessary and proportionate considerations for additional licence conditions. Instead, the necessity and proportionality of these conditions below are demonstrated by the offenders meeting the relevant sets of criteria.

<p>Polygraph Condition</p>	<p>To comply with any instruction given by your supervising officer requiring you to attend polygraph testing. To participate in polygraph sessions and examinations as instructed by or under the authority of your supervising officer and to comply with any instruction given to you during a polygraph session by the person conducting the polygraph.</p>	<p>The criteria under which this condition can be applied are described in section 2.21 onwards. This is applied under the powers of Sections 28-30 of the 2007 Offender Management Act.</p>
<p>Drug Testing Condition</p>	<p>(a) Attend [INSERT NAME AND ADDRESS], as reasonably required by your supervising officer, to give a sample of oral fluid / urine in order to test whether you have any specified Class A and specified Class B drugs in your body, for the purpose of ensuring that you are complying with the condition of your licence requiring you to be of good behaviour.</p> <p>(b) Not to take any action that could hamper or frustrate the drug testing process.</p>	<p>Please note that condition (a) may only be applied once the relevant provisions of the Offender Rehabilitation Act 2014 come into force. Once they are, please refer to the guidance on the use of drug testing in PSI 32/2014 – PI 30/2014 Drug Appointment and Drug Testing For Licence Conditions and Post Sentence Supervision Requirements.</p> <p>Condition (b) is intended to be used in addition to condition (a) in this section, in order to ensure that the offender does not take any action that may result in false reporting during drug testing.</p> <p>This is intended to cover such scenarios as where an offender has attempted to tamper with a sample used for drug testing, or has attempted to take an action which would make taking an accurate sample more difficult. While such actions can be considered a breach of the general good behaviour condition, the added specificity of this additional condition acts as an aide memoir for the offender.</p>

Additional Licence Conditions ONLY for Extremist Offenders (including those convicted under Terrorist Act legislation) which may be used in addition to those listed at Annex A, providing proportionality is met. The Regional Probation Counter Terrorism Lead MUST be consulted in advance of applying any of these additional conditions.

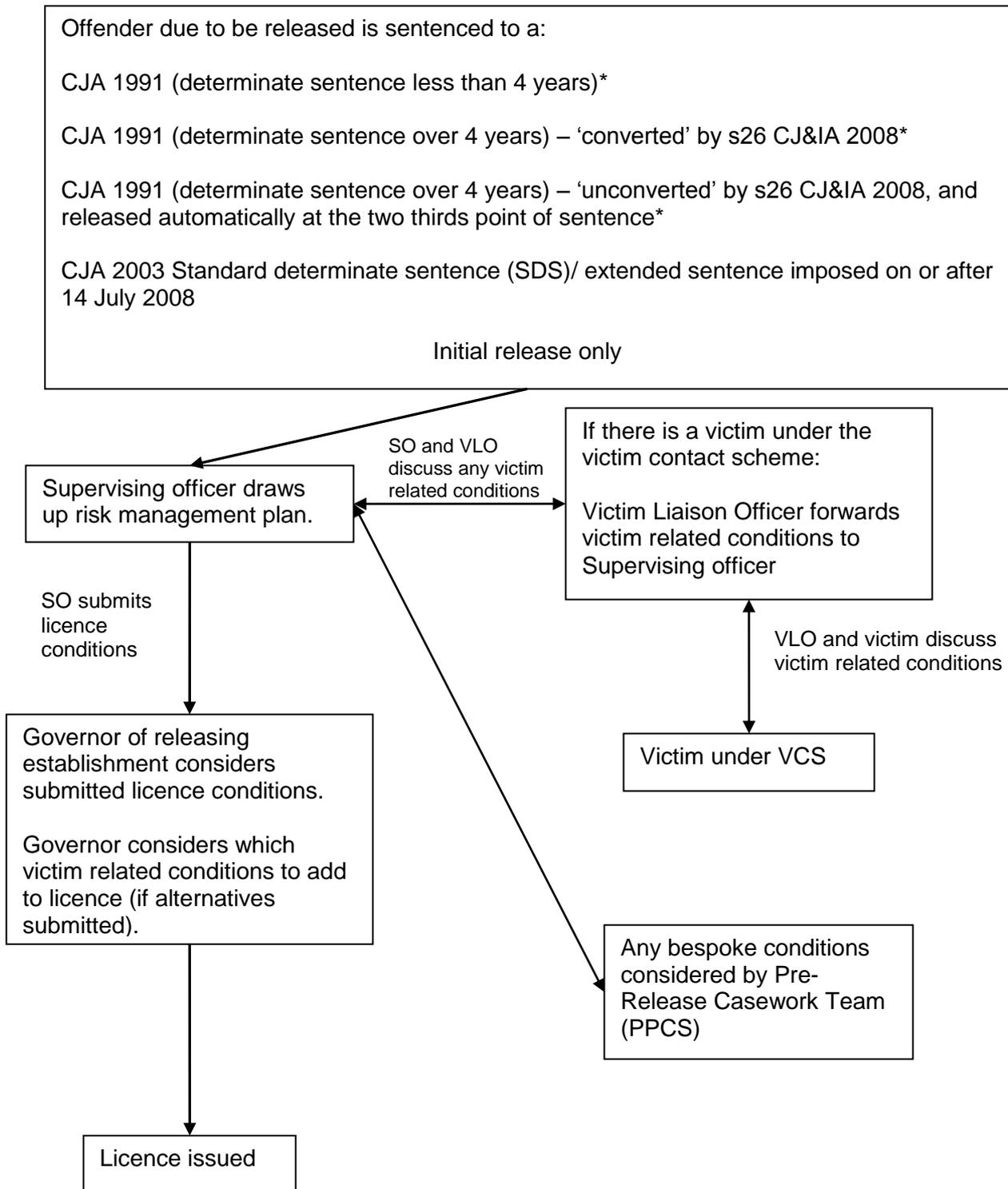
Any additional conditions must be necessary and proportionate.

CATEGORIES	LICENCE CONDITIONS	ADVICE
1. Residence at a specified place		See Annex A .
2. Restriction of residency		See Annex A .
3. Making or maintaining contact with a person	(a) Not to contact directly or indirectly any person whom you know or believe to have been charged or convicted of any extremist related offence, without the prior approval of your supervising officer.	This condition is in addition to the prohibited contact ones in Annex A and caters for those charged under the Terrorism Acts or those offenders identified as domestic extremists. Supervising officers should be aware that in some cases, offenders will attempt to use this condition to ascertain whether members of certain organisations are either of interest to, or under investigation by the police. Supervising officers should avoid being drawn into discussing individuals if the offender provides a name or list of names. The condition places the onus on the offender to determine whether or not a named individual has been charged or convicted of a relevant offence. They should be informed that if they believe that the person has been charged or convicted of an extremist related offence then they should not get in touch with them. However, where the offender positively knows that a person has been charged or convicted of such an offence, then they may ask if they may meet with them but only under exceptional circumstances.
4. Participation in, or co-operation with, a programme or set of activities.	(a) Not to attend or organise any meetings or gatherings other than those convened solely for the purposes of worship without the prior approval of your supervising officer.	It is possible to include conditions for these offenders surrounding their worship and engagement with religious activities if there is a concern that this will undermine the purposes of supervision. This needs to be clearly articulated. Again they should only be used where it is necessary and proportionate to manage the risk. Prohibited activity should always be subject to the clause “.....without the prior approval of your supervising

		<p>officer” You will need to take into account the nature of the offending to ensure that this condition is justified.</p> <p>A supervising officer will need to clarify with the offender what a gathering means in their individual case. This can vary depending on the circumstances of the case, and can be specific or broad depending on the risk assessments and other intelligence.</p> <p><i>Before giving permission to attend any meeting or gathering the supervising officer should make contact with the regional Probation Counter Terrorism Lead to ascertain if the police have any intelligence or information that may have a bearing on the decision.</i></p>
	<p>(b) Not to give or engage in the delivery of any lecture, talk, or sermon whether part of an act of worship or not, without the prior approval of your supervising officer.</p>	
	<p>(c) Not to engage in any discussion or act to promote grooming or influencing of an individual or a group for the purpose of extremism or radicalisation.</p>	<p>This may be used where there are grounds for thinking an offender may try to recruit or engage others in behaviour which supports extremist offending related to previous offending. This may be based on observed behaviour in custody or on the index offence.</p>
	<p>(e) Not to participate directly or indirectly in organising and/or contributing to any demonstration, meeting, gathering or website without the prior approval of your supervising officer. This condition will be reviewed on a monthly basis and may be amended or removed if your risk is assessed as having changed.</p>	<p><i>When explaining this condition to an offender, the supervising officer must specify the limitation of the condition. For instance, the demonstration, meeting, gathering or website must be related to specific groups such as animal rights/extreme right wing etc. It should be explained that it is not a broad blanket ban to such activities, any such general ban would breach the rights for freedom of expression and assembly and association. However, under the European Convention on Human Rights, we can interfere with those rights where it for the prevention of unrest, violence and crime. Therefore any application of this condition must have a specific use.</i></p>
<p>5. Possession, ownership, control or inspection of specified items or documents.</p>	<p>(a) Not to have in your possession any printed or electronically recorded material or handwritten notes which contain encoded information or that promote the destruction</p>	<p>It is the nature of the offending and evidence from the circumstances of the index offence that justifies the need for this condition. <i>However, the information in the material must be within the context of the offending.</i> For example, books regarding Robin Hood may contain references to 12th</p>

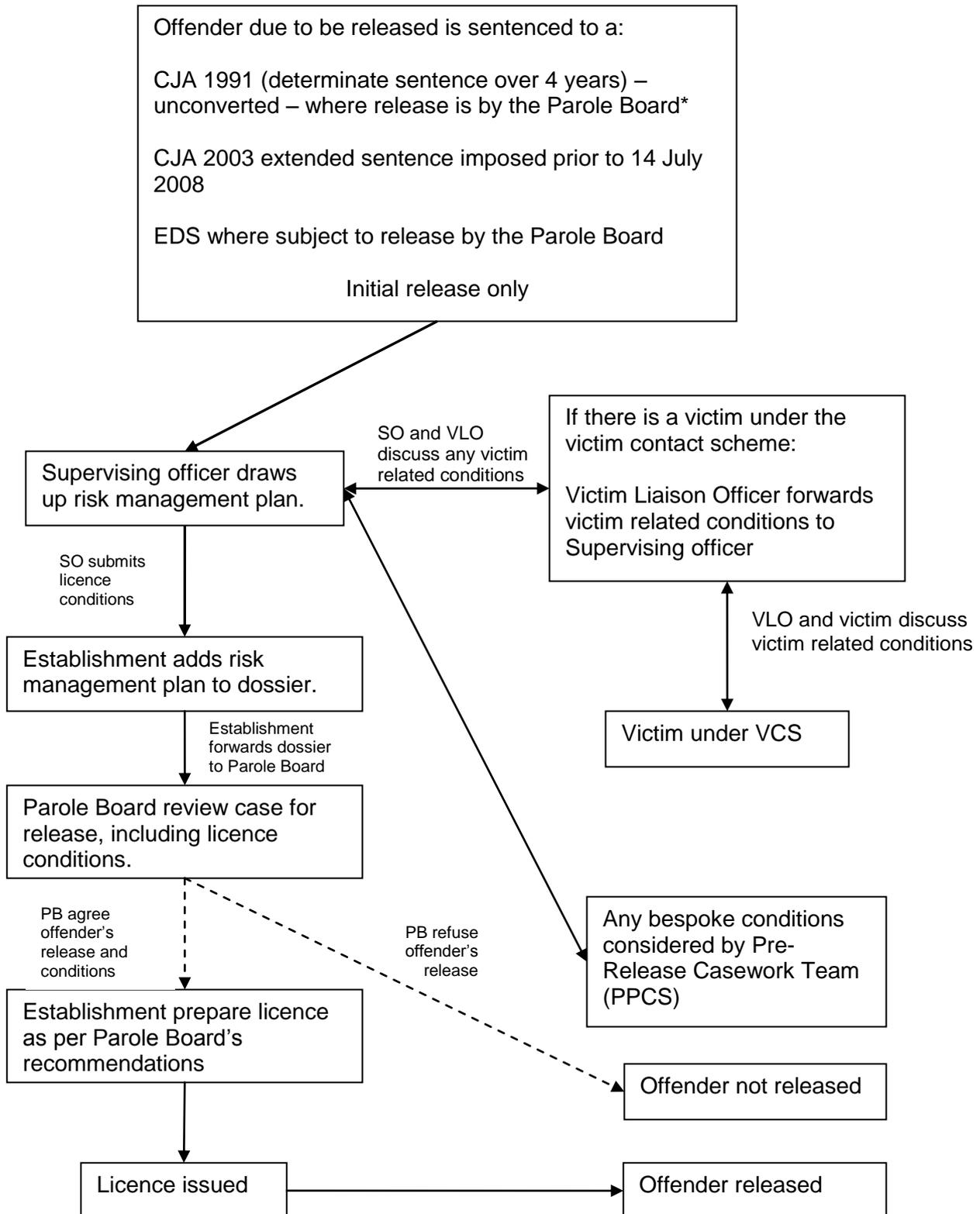
	of or hatred for any religious or ethnic group or that celebrates, justifies or promotes acts of violence, or that contain information about military or paramilitary technology, weapons, techniques or tactics without the prior approval of your supervising officer.	<p>century military tactics, but these would not be relevant to an offender on licence unless a specific issue is raised in a risk assessment.</p> <p>An offender who has been sentenced for a extremist offence should have no difficulty understanding what types of texts or materials are relevant to their offending. Where the offender displays a deliberate misunderstanding of this condition, it should be dealt with using the standard good behaviour condition as they are attempting to undermine the purposes of the licence period.</p>
6. Disclosure of information	(a) Provide your supervising officer with the details of any bank accounts to which you are a signatory and of any credit cards you possess. You must also notify your supervising officer when becoming a signatory to any new bank account or credit card, and provide the account/card details. This condition will be reviewed on a monthly basis and may be amended or removed if it is felt that the level of risk that you present has reduced appropriately.	<i>This condition must be carefully applied (for example convicted of offences related to raising funds for terrorism or extremist activities). It is the nature of the offending and evidence from the circumstances of the index offence that justifies the need for this condition.</i>
7. Curfew arrangement		See Annex A .
8. Freedom of movement	(a) To only attend places of worship which have been previously agreed with your supervising officer.	The definition of places of worship is not limited only to locations such as churches, mosques, synagogue or temples. They may include other areas where religious activities take place, such as prayer rooms (regardless of where those prayer rooms are located).
9. Supervision in the community by the supervising officer, or other responsible officer, or organisation		See Annex A .

Flowcharts for Standard Determinate Sentenced Prisoners



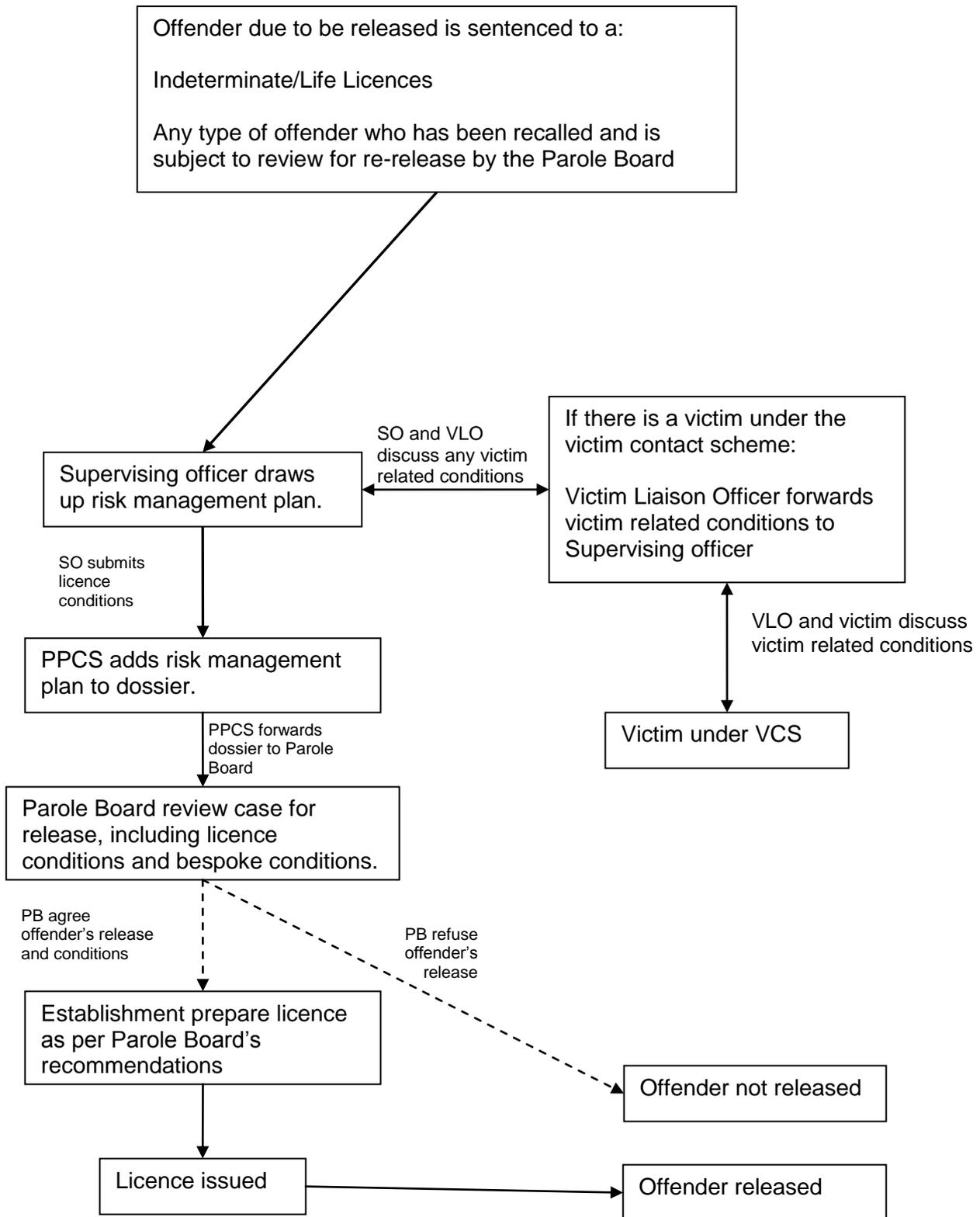
* Following the implementation of the Legal Aid, Sentencing and Punishment of Offenders Act 2012, all Criminal Justice Act 1991 sentences have been provided for in Schedule 20B of the Criminal Justice Act 2003.

Flowcharts for 1991 Act Unconverted Determinate Sentenced Prisoners



* Following the implementation of the Legal Aid, Sentencing and Punishment of Offenders Act 2012, all Criminal Justice Act 1991 sentences have been provided for in Schedule 20B of the Criminal Justice Act 2003.

Flowcharts for Indeterminate Offenders and all Recalled Offenders



OFFICIAL SENSITIVE WHEN COMPLETE

LICENCE**Criminal Justice Act 2003**

[Establishment Name]
 [Establishment Telephone Number]

Name: [Offender name]

NOMS No: [NOMS No]

CRO No. [CRO No]

Date of Birth: [Date of Birth]

Prison No: [LIDS No]

PNCID No: [PNCID]

1. Under the provisions of Chapter 6 of the Criminal Justice Act 2003 you are being released on licence. Unless you are subsequently being detained under the Immigration Act 1971 for the purpose of your deportation / removal from the United Kingdom, you will be under the supervision of a nominated officer and must comply with the conditions of this licence. The objectives of this supervision are to (a) protect the public, (b) prevent re-offending and (c) help you to resettle successfully into the community.
2. Your supervision commences on [Licence Start Date] and expires on [Licence Expiry Date] unless this licence is previously revoked.
3. On release from prison (including, if applicable, any release from detention under the Immigration Act 1971 during the currency of your licence, whether or not leave has been granted for you to remain in the United Kingdom), unless otherwise directed by your supervising officer, you must report without delay to:
 [Offender Manager role]
 [Offender Manager name]
 [Offender Manager address]
 [Offender Manager telephone]
 At [First time of First Appointment] on [Date of First Appointment]
4. If on the date your licence commences, you are released to hospital or other suitable care on compassionate grounds under Section 248 of the Criminal Justice Act 2003 or if you are detained under mental health and / or immigration provisions or are subsequently so detained before your licence expires, your supervising officer will keep in touch with you. Otherwise, you must place yourself under the supervision of whichever officer is nominated for this purpose from time to time.
5. While under supervision you must:
 - i. Be of good behaviour and not behave in a way which undermines the purpose of the licence period;
 - ii. Not commit any offence;
 - iii. Keep in touch with the supervising officer in accordance with instructions given by the supervising officer;
 - iv. Receive visits from the supervising officer in accordance with instructions given by the supervising officer;
 - v. Reside permanently at an address approved by the supervising officer and obtain the prior permission of the supervising officer for any stay of one or more nights at a different address;
 - vi. Not undertake work, or a particular type of work, unless it is approved by the supervising officer and notify the supervising officer in advance of any proposal to undertake work or a particular type of work;
 - vii. Not travel outside the United Kingdom, the Channel Islands or the Isle of Man except with the prior permission of your supervising officer or for the purposes of immigration deportation or removal.

viii. [Additional licence conditions]

6. The Secretary of State may vary or cancel any of the above conditions, in accordance with Section 250(4) of the Criminal Justice Act 2003.
7. If you fail to comply with any requirement of your supervision (set out in paragraphs 3, 4 and 5 above) or if you otherwise pose a risk to the public, you will be liable to have this licence revoked and be recalled to custody until the date on which your licence would have otherwise ended. If you are sent back to prison and are re-released before the end of your licence, you will still be subject to licensed supervision until the end of your sentence.
8. Your licence expires on [Licence Expiry Date].
9. Your sentence expires on [Sentence Expiry Date].

Signed:	Status: [Role]
Date: [Date]	
for the Secretary of State for Justice	
This licence has been given to me and its requirements have been explained.	
Name: [Offender name]	
Signed:	
Date: [Date]	

OFFICIAL SENSITIVE WHEN COMPLETE

LICENCE**Criminal Justice Act 2003**

[Establishment Name]
 [Establishment Telephone Number]

Name: [Offender name]

NOMS No: [NOMS No]

CRO No. [NIB]

Date of Birth: [Date of Birth]

Prison No: [LIDS No]

PNCID No: [PNCID]

- Under the provisions of Chapter 6 of the Criminal Justice Act 2003 you are being released on licence followed by a post-sentence supervision period. You are being released on Home Detention Curfew (HDC) following which your licence will continue until the end of your sentence followed by a period of post-sentence supervision. The relevant purposes of each type of supervision are explained in the sections below.
- Your Home Detention Curfew commences on [HDC start date] and expires on [CRD].
- Your supervision on licence commences on [CRD] and expires on [LED] unless this licence is previously revoked.
- On release from prison (including, if applicable, any release from detention under the Immigration Act 1971 during the currency of your licence, whether or not leave has been granted for you to remain in the United Kingdom), unless otherwise directed by your supervising officer, you must report without delay to :
 - [Supervising Officer role]
 - [Supervising Officer name]
 - [Supervising Officer address]
 - [Supervising Officer telephone]
 - At [Time of First Appointment] on [Date of First Appointment]

Home Detention Curfew

- You will be subject to a Home Detention Curfew. The objective of the Home Detention Curfew is to help you manage your return into the community.
- The address(es) to which you are curfewed are:
 [Details of address(es)]

Details of curfew times are shown below at paragraph 9.
- On the day of your release, you will be subject to curfew at your curfew address from [first day curfew start time] until [first curfew end time]. The contractor will visit you at this address before midnight during this period in order to fit you with the tag. You must show the contractor this copy of the licence to confirm your identity. Your curfew will then run until the curfew finish time the following morning. On your last day of curfew the contractor will visit you to remove the tag and monitoring equipment. This will take place in the last two hours of your last curfew period; ie between 10pm and midnight.
- After your day of release, you are required to remain at your place of curfew during the following hours:

Monday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Tuesday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Wednesday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Thursday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Friday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning

Saturday from [Time] Hrs each evening until [Time] Hrs the following morning
 Sunday from [Time] Hrs each evening until [Time] Hrs the following morning

9. Your compliance with the conditions of the Home Detention Curfew will be monitored by the electronic monitoring contractor. You must provide the contractor with access to the curfew address to install and check the monitoring equipment and electronic tag. Such visits will be made during your curfew hours but not between midnight and 6.00am. However, the contractor may visit the curfew address between midnight and 6:00am in order to investigate a reported violation.
10. The monitoring equipment will usually operate via the mobile cellular network and will only need a dedicated telephone line to be fitted if the mobile signal is poor at the curfew address. You will be responsible for meeting the cost of the small amount of electricity used by the monitoring equipment at your curfew address. It is your responsibility to ensure that there is an electricity supply available during your time on curfew.
11. In the event of a dedicated telephone line needing to be installed you must agree to the installation at your curfew address for use by the supplier. The supplier will notify you of a time and a date and you must be present, and provide access to, the curfew address at the notified time to allow installation to take place. The installation will normally take place during standard working hours and is fully paid for by the supplier.
12. While on Home Detention Curfew you may be liable to recall to prison if you breach the condition of this licence relating to the curfew. You will be in breach of this condition if:
 - i. You are absent from your curfew address during the specified curfew hours;
 - ii. You commit violence against or threaten the contractor or any of his staff with violence;
 - iii. You damage or tamper with the monitoring equipment;
 - iv. You withdraw your consent to the monitoring arrangements.
13. In addition, you may be recalled to prison if your whereabouts can no longer be electronically monitored at the specified address.
14. The contractor may authorise your absence from your place of curfew in clearly defined circumstances, which you will be informed about by the contractor in writing. You must contact the contractor in advance of any such absence to seek authorisation where this is possible. If it is not possible to contact the contractor in advance, you must contact them as soon as possible thereafter. Absence for any other reason other than these clearly defined circumstances will constitute a breach of your curfew condition.
15. If you need to seek a permanent change to your curfew conditions (for instance because of the requirements of a new job), you must contact the Prison Service establishment from which you were released. A contact number is attached at the bottom of this licence.

Licence Period

16. The objectives of the licence period are to (a) protect the public, (b) prevent re-offending and (c) help you to resettle successfully into the community. You must place yourself under the supervision of whichever supervising officer or social worker is nominated for this purpose from time to time.
17. During your licence period you must:
 - i. Be of good behaviour and not behave in a way which undermines the purpose of the licence period;
 - ii. Not commit any offence;
 - iii. Keep in touch with the supervising officer in accordance with instructions given by the supervising officer;

- iv. Receive visits from the supervising officer in accordance with instructions given by the supervising officer;
- v. Reside permanently at an address approved by the supervising officer and obtain the prior permission of the supervising officer for any stay of one or more nights at a different address;
- vi. Not undertake work, or a particular type of work, unless it is approved by the supervising officer and notify the supervising officer in advance of any proposal to undertake work or a particular type of work;
- vii. Not travel outside the United Kingdom, the Channel Islands or the Isle of Man except with the prior permission of your supervising officer or for the purposes of immigration deportation or removal.
- viii. [Additional licence conditions]

18. The Secretary of State may vary or cancel any of the above conditions, in accordance with Section 250(4) of the Criminal Justice Act 2003.

19. If you fail to comply with any requirement of your licence period (set out in paragraphs 17 and 18 above) or if you otherwise pose a risk to the public, you will be liable to have this licence revoked and be recalled to custody until the date on which your licence would have otherwise ended. If you are sent back to prison and are re-released before the end of your licence, you will still be subject to licence conditions until the end of your sentence.

Expiry Dates

20. Your Home Detention Curfew expires on [CRD].

21. Your licence period expires on [LED].

22. Your sentence expires on [SED].

Contact Points

Monitoring Supplier: [Monitoring company contact number]

Releasing establishment: [Releasing establishment contact number]

Your release is also subject to the conditions specified on your licence, all of which have been imposed in accordance with Chapter 6 of the Act.

Signed:	Status: [Role]
Date: [Date]	
for the Secretary of State for Justice	
This licence has been given to me and its requirements have been explained.	
Name: [Offender name]	
Signed:	
Date: [Date]	

OFFICIAL SENSITIVE WHEN COMPLETE

LICENCE**Criminal Justice Act 2003**

[Establishment Name]
 [Establishment Telephone Number]

Name: [Offender name]

NOMS No: [NOMS No]

CRO No. [NIB]

Date of Birth: [Date of Birth]

Prison No: [LIDS No]

PNCID No: [PNCID]

1. Under the provisions of section 246 of the Criminal Justice Act 2003 you are being released on licence and must comply with the conditions of this licence.
2. You will be subject to a Home Detention Curfew. The objective of the Home Detention Curfew is to help you manage your return into the community.
3. Your Home Detention Curfew commences on [relevant code] and expires on [relevant code] unless this licence is previously revoked.
4. The address(es) to which you are subject to curfew is / are:
[curfew address(es)]

Details of curfew times are shown below at paragraph 6.

5. On the day of your release, you will be subject to curfew at your curfew address from [first day curfew start time] until midnight. The contractor will visit you at this address during this time in order to fit you with the tag. You must show the contractor this copy of the licence to confirm your identity. Your curfew will then run until the curfew finish time the following morning. On your last day of curfew the contractor will visit you to remove the tag and monitoring equipment. This will take place in the last two hours of your last curfew period; ie between 10pm and midnight.
6. After your day of release, you are required to remain at your place of curfew during the following hours:

Monday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Tuesday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Wednesday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Thursday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Friday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Saturday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Sunday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning

7. Your compliance with the conditions of the Home Detention Curfew will be monitored by the electronic monitoring contractor. You must provide the contractor with access to the curfew address to install and check the monitoring equipment and electronic tag. Such visits will be made during your curfew hours but not between midnight and 6.00am. However, the contractor may visit the curfew address between midnight and 6:00am in order to investigate a reported violation.
8. The monitoring equipment will usually operate via the mobile cellular network and will only need a dedicated telephone line to be fitted if the mobile signal is poor at the curfew address. You will be responsible for meeting the cost of the small amount of electricity used by the monitoring equipment at your curfew address. It is your responsibility to ensure that there is an electricity supply available during your time on curfew.
9. In the event of a dedicated telephone line needing to be installed you must agree to the installation at your curfew address for use by the supplier. The supplier will notify you of a time and a date and you

must be present, and provide access to, the curfew address at the notified time to allow installation to take place. The installation will normally take place during standard working hours and is fully paid for by the supplier.

10. While on Home Detention Curfew you may be liable to recall to prison if you breach the condition of this licence relating to the curfew. You will be in breach of this condition if:
 - i. You are absent from your curfew address during the specified curfew hours;
 - ii. You commit violence against or threaten the contractor or any of his staff with violence;
 - iii. You damage or tamper with the monitoring equipment;
 - iv. You withdraw your consent to the monitoring arrangements.
11. **It is a condition of your release on licence that you are well behaved, do not commit any offence and do not do anything which could undermine the objectives of your early release from prison.**
12. In addition, you may be recalled to prison if your whereabouts can no longer be electronically monitored at the specified address.
13. The contractor may authorise your absence from your place of curfew in clearly defined circumstances, which you will be informed about by the contractor in writing. You must contact the contractor in advance of any such absence to seek authorisation where this is possible. If it is not possible to contact the contractor in advance, you must contact them as soon as possible thereafter. Absence for any other reason other than these clearly defined circumstances will constitute a breach of your curfew condition.
14. If you need to seek a permanent change to your curfew conditions (for instance because of the requirements of a new job), you must contact the Prison Service establishment from which you were released. A contact number is attached at the bottom of this licence.
15. Your sentence expires on [Sentence Expiry Date].

Contact Points

Monitoring Supplier: [Monitoring company contact number]

Releasing establishment: [Releasing establishment contact number]

Signed:	Status: [Role]
Date: [Date]	
for the Secretary of State for Justice	
This licence has been given to me and its requirements have been explained.	
Name: [Offender name]	
Signed:	
Date: [Date]	

OFFICIAL SENSITIVE WHEN COMPLETE

NOTICE OF SUPERVISION**Criminal Justice Act 2003**

[Establishment Name]
 [Establishment Telephone Number]

Name: [Offender name]

NOMS No: [NOMS No]

CRO No. [NIB]

Date of Birth: [Date of Birth]

Prison No: [LIDS No]

PNCID No: [PNCID]

1. Under the provisions of Section 256B of the Criminal Justice Act 2003 on release from custody you will be under the supervision of a nominated officer. The objectives of this supervision are to (a) protect the public, (b) prevent re-offending and (c) help you to resettle successfully into the community.
2. Your supervision commences on [Supervision Start Date] and expires on [Supervision Expiry Date].
3. On release you must report without delay to :
 [YOT/Offender Manager role]
 [YOT/Offender Manager name]
 [YOT/Offender Manager address]
 [YOT/Offender Manager telephone]
 At [Time of First Appointment] on [Date of First Appointment]
4. You must place yourself under the supervision of whichever supervising officer is nominated for this purpose from time to time.
5. During your licence period you must:
 - i. Be of good behaviour and not behave in a way which undermines the purpose of the licence period;
 - ii. Not commit any offence;
 - iii. Keep in touch with the supervising officer in accordance with instructions given by the supervising officer;
 - iv. Receive visits from the supervising officer in accordance with instructions given by the supervising officer;
 - v. Reside permanently at an address approved by the supervising officer and obtain the prior permission of the supervising officer for any stay of one or more nights at a different address;
 - vi. Not undertake work, or a particular type of work, unless it is approved by the supervising officer and notify the supervising officer in advance of any proposal to undertake work or a particular type of work;
 - vii. Not travel outside the United Kingdom, the Channel Islands or the Isle of Man except with the prior permission of your supervising officer or for the purposes of immigration deportation or removal.
 - viii. [Additional licence conditions]
6. If you fail to comply with any requirement of your supervision (set out in paragraphs 3, 4 and 5 above) under section 256C of the Criminal Justice Act 2003 you will be liable to be summoned to appear before a court. The court may order you to be detained for up to 30 days or impose a fine up to level 3 on the standard scale.

7. Your sentence expires on [Sentence Expiry Date].

Signed: Status: [Role]

Date: [Date]

for the Secretary of State for Justice

This licence has been given to me and its requirements have been explained.

Name: [Offender name]

Signed:

Date: [Date]

OFFICIAL SENSITIVE WHEN COMPLETE

LICENCE**Criminal Justice Act 2003**

[Establishment Name]
 [Establishment Telephone Number]

Name: [Offender name]

NOMS No: [NOMS No]

CRO No. [NIB]

Date of Birth: [Date of Birth]

Prison No: [LIDS No]

PNCID No: [PNCID]

1. Under the provisions of Chapter 6 of the Criminal Justice Act 2003 you are being released on licence. You will be subject to a Home Detention Curfew. The objective of the Home Detention Curfew is to help you manage your return into the community. Under the provisions of Section 256B of the 2003 Act you will also be under the supervision of a nominated officer. The objectives of this supervision are to (a) protect the public, (b) prevent re-offending and (c) help you to resettle successfully into the community.
2. Your Home Detention Curfew commences on [HDC start date] and expires on [HDC end date].
3. Your supervision commences on [Licence Start Date] and expires on [Licence Expiry Date].
4. On release you must report without delay to :
 [YOT/Offender Manager role]
 [YOT/Offender Manager name]
 [YOT/Offender Manager address]
 [YOT/Offender Manager telephone]
 At [Time of First Appointment] on [Date of First Appointment]

Home Detention Curfew

5. The address(es) to which you are subject to curfew is / are:
 [curfew address(es)]

Details of curfew times are shown below at paragraph 7.

6. On the day of your release, you will be subject to curfew at your curfew address from [first day curfew start time] until midnight. The contractor will visit you at this address during this time in order to fit you with the tag. You must show the contractor this copy of the licence to confirm your identity. Your curfew will then run until the curfew finish time the following morning. On your last day of curfew the contractor will visit you to remove the tag and monitoring equipment. This will take place in the last two hours of your last curfew period; ie between 10pm and midnight.
7. After your day of release, you are required to remain at your place of curfew during the following hours:

Monday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Tuesday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Wednesday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Thursday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Friday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Saturday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Sunday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
8. Your compliance with the conditions of the Home Detention Curfew will be monitored by the electronic monitoring contractor. You must provide the contractor with access to the curfew address to install and check the monitoring equipment and electronic tag. Such visits will be made during your curfew hours

but not between midnight and 6.00am. However, the contractor may visit the curfew address between midnight and 6:00am in order to investigate a reported violation.

9. The monitoring equipment will usually operate via the mobile cellular network and will only need a dedicated telephone line to be fitted if the mobile signal is poor at the curfew address. You will be responsible for meeting the cost of the small amount of electricity used by the monitoring equipment at your curfew address. It is your responsibility to ensure that there is an electricity supply available during your time on curfew.
10. In the event of a dedicated telephone line needing to be installed you must agree to the installation at your curfew address for use by the supplier. The supplier will notify you of a time and a date and you must be present, and provide access to, the curfew address at the notified time to allow installation to take place. The installation will normally take place during standard working hours and is fully paid for by the supplier.
11. While on Home Detention Curfew you may be liable to recall to prison if you breach the condition of this licence relating to the curfew. You will be in breach of this condition if:
 - i. You are absent from your curfew address during the specified curfew hours;
 - ii. You commit violence against or threaten the contractor or any of his staff with violence;
 - iii. You damage or tamper with the monitoring equipment;
 - iv. You withdraw your consent to the monitoring arrangements.
12. **It is a condition of your release on licence that you are well behaved, do not commit any offence and do not do anything which could undermine the objectives of your early release from prison.**
13. In addition, you may be recalled to prison if your whereabouts can no longer be electronically monitored at the specified address.
14. The contractor may authorise your absence from your place of curfew in clearly defined circumstances, which you will be informed about by the contractor in writing. You must contact the contractor in advance of any such absence to seek authorisation where this is possible. If it is not possible to contact the contractor in advance, you must contact them as soon as possible thereafter. Absence for any other reason other than these clearly defined circumstances will constitute a breach of your curfew condition.
15. If you need to seek a permanent change to your curfew conditions (for instance because of the requirements of a new job), you must contact the Prison Service establishment from which you were released. A contact number is attached at the bottom of this licence.

Probation Supervision

16. You must place yourself under the supervision of whichever supervising officer is nominated for this purpose from time to time.
17. While under supervision you must :
 - i. Be of good behaviour and not behave in a way which undermines the purpose of the licence period;
 - ii. Not commit any offence;
 - iii. Keep in touch with the supervising officer in accordance with instructions given by the supervising officer;
 - iv. Receive visits from the supervising officer in accordance with instructions given by the supervising officer;
 - v. Reside permanently at an address approved by the supervising officer and obtain the prior permission of the supervising officer for any stay of one or more nights at a different address;

- vi. Not undertake work, or a particular type of work, unless it is approved by the supervising officer and notify the supervising officer in advance of any proposal to undertake work or a particular type of work;
 - vii. Not travel outside the United Kingdom, the Channel Islands or the Isle of Man except with the prior permission of your supervising officer or for the purposes of immigration deportation or removal.
 - viii. [Additional licence conditions]
18. The Secretary of State may vary or cancel any of the above conditions, in accordance with Section 256B(6) of the Criminal Justice Act 2003.
19. If you fail to comply with any requirement of your supervision (set out in paragraphs 4, 15 and 16 above) under section 256C of the Criminal Justice Act 2003 you will be liable to be summoned to appear before a court. The court may order you to be detained for up to 30 days or impose a fine up to level 3 on the standard scale.
20. Your sentence expires on [Sentence Expiry Date].

Contact Points

Monitoring Supplier: [Monitoring company contact number]

Releasing establishment: [Releasing establishment contact number]

Signed:	Status:
Date: [Date]	
for the Secretary of State for Justice	
This licence has been given to me and its requirements have been explained.	
Name: [Offender name]	
Signed:	
Date: [Date]	

OFFICIAL SENSITIVE WHEN COMPLETE

LICENCE AND NOTICE OF SUPERVISION**Criminal Justice Act 2003**

[Establishment Name]
 [Establishment Telephone Number]

Name: [Offender name]

NOMS No: [NOMS No]

CRO No. [NIB]

Date of Birth: [Date of Birth]

Prison No: [LIDS No]

PNCID No: [PNCID]

1. Under the provisions of Chapter 6 of the Criminal Justice Act 2003 you are being released on licence followed by a post-sentence supervision period. The relevant purposes of each type of supervision are explained in the sections below.
2. Your supervision on licence commences on [CRD] and expires on [LED] unless this licence is previously revoked.
3. Your post-sentence supervision period commences on [LED] and expires on [TUSED].
4. On release from prison (including, if applicable, any release from detention under the Immigration Act 1971 during the currency of your licence, whether or not leave has been granted for you to remain in the United Kingdom), unless otherwise directed by your supervising officer, you must report without delay to:
 [Supervising Officer role]
 [Supervising Officer name]
 [Supervising Officer address]
 [Supervising Officer telephone]
 At [Time of First Appointment] on [Date of First Appointment]

Licence Period

5. The objectives of the licence period are to (a) protect the public, (b) prevent re-offending and (c) help you to resettle successfully into the community. You must place yourself under the supervision of whichever supervising officer or social worker is nominated for this purpose from time to time.
6. During your licence period you must:
 - i. Be of good behaviour and not behave in a way which undermines the purpose of the licence period;
 - ii. Not commit any offence;
 - iii. Keep in touch with the supervising officer in accordance with instructions given by the supervising officer;
 - iv. Receive visits from the supervising officer in accordance with instructions given by the supervising officer;
 - v. Reside permanently at an address approved by the supervising officer and obtain the prior permission of the supervising officer for any stay of one or more nights at a different address;
 - vi. Not undertake work, or a particular type of work, unless it is approved by the supervising officer and notify the supervising officer in advance of any proposal to undertake work or a particular type of work;
 - vii. Not travel outside the United Kingdom, the Channel Islands or the Isle of Man except with the prior permission of your supervising officer or for the purposes of immigration deportation or removal.

- viii. [Additional licence conditions]
7. The Secretary of State may vary or cancel any of the above conditions, in accordance with Section 250(4) of the Criminal Justice Act 2003.
 8. If you fail to comply with any requirement of your licence period (set out in paragraphs 5 and 6 above) or if you otherwise pose a risk to the public, you will be liable to have this licence revoked and be recalled to custody until the date on which your licence would have otherwise ended. If you are sent back to prison and are re-released before the end of your licence, you will still be subject to licence conditions until the end of your sentence.

Post-Sentence Supervision Period

9. The objective of your post-sentence supervision period is to encourage your rehabilitation in the community. You must place yourself under the supervision of whichever supervisor is nominated for this purpose from time to time.
10. During your post-sentence supervision period you must:
 - i. Be of good behaviour and not behave in a way that undermines the rehabilitative purpose of the supervision period;
 - ii. Not commit any offence;
 - iii. Keep in touch with your supervisor in accordance with instructions given by your supervisor;
 - iv. Receive visits from your supervisor in accordance with instructions given by your supervisor;
 - v. Reside permanently at an address approved by your supervisor and obtain the prior permission of the supervisor for any stay of one or more nights at a different address;
 - vi. Not undertake work, or a particular type of work, unless it is approved by your supervisor and notify your supervisor in advance of any proposal to undertake work or a particular type of work;
 - vii. Not travel outside the United Kingdom, the Channel Islands or the Isle of Man except with the prior permission of your supervisor or in order to comply with a legal obligation (whether or not arising under the law of any part of the United Kingdom, the Channel Islands or the Isle of Man);
 - viii. Participate in activities in accordance with any instructions given by your supervisor.
 - ix. [Additional post-sentence supervision conditions]
11. The Secretary of State may vary or cancel any of the above conditions, in accordance with Section 256AB(4), 256D and 256E of the Criminal Justice Act 2003.
12. If you fail to comply with any requirement of your supervision (set out in paragraphs 9 and 10 above) under section 256AB, 256D and 256E of the Criminal Justice Act 2003 you will be liable to be summoned to appear before a court. The court may order you to be detained for up to 14 days, or impose further sanctions such as unpaid work or electronic location monitoring.

Expiry Dates

13. Your licence period expires on [LED].
14. Your sentence expires on [SED].
15. Your post-sentence supervision period expires on [TUSED].

Explanatory note in respect of your licence

You are being released under the provisions of Chapter 6 of the Criminal Justice Act 2003.

<input type="checkbox"/>	You are being released subject to the licence period of a 12 months or longer sentence followed by a post-sentence supervision period.
<input type="checkbox"/>	You are being released subject to the licence period of an under 12 month sentence followed by a post-sentence supervision period.
<input type="checkbox"/>	<p>You are being released subject to the licence period of both a 12 month or longer sentence and one or more under 12 month sentence(s) followed by a post-sentence supervision period.</p> <p>The licence period of your under 12 month sentence(s) expires on _____</p> <p>Your under 12 month sentence(s) expires on _____</p> <p>Your 12 month or over sentence expires on _____</p>

Your release is also subject to the conditions specified on your licence, all of which have been imposed in accordance with Chapter 6 of the Act.

Signed: Date: [Date] for the Secretary of State for Justice This licence has been given to me and its requirements have been explained. Name: [Offender name] Signed: Date: [Date]	Status: [Role]
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OFFICIAL SENSITIVE WHEN COMPLETE

LICENCE AND NOTICE OF SUPERVISION**Criminal Justice Act 2003**

[Establishment Name]
 [Establishment Telephone Number]

Name: [Offender name]

NOMS No: [NOMS No]

CRO No. [NIB]

Date of Birth: [Date of Birth]

Prison No: [LIDS No]

PNCID No: [PNCID]

1. Under the provisions of Chapter 6 of the Criminal Justice Act 2003 you are being released on licence followed by a post-sentence supervision period. You are being released on Home Detention Curfew (HDC) following which your licence will continue until the end of your sentence followed by a period of post-sentence supervision. The relevant purposes of each type of supervision are explained in the sections below.
2. Your Home Detention Curfew commences on [HDC start date] and expires on [CRD].
3. Your supervision on licence commences on [CRD] and expires on [LED] unless this licence is previously revoked.
4. Your post-sentence supervision period commences on [LED] and expires on [TUSED].
5. On release from prison (including, if applicable, any release from detention under the Immigration Act 1971 during the currency of your licence, whether or not leave has been granted for you to remain in the United Kingdom), unless otherwise directed by your supervising officer, you must report without delay to :
 - [Supervising Officer role]
 - [Supervising Officer name]
 - [Supervising Officer address]
 - [Supervising Officer telephone]
 - At [Time of First Appointment] on [Date of First Appointment]

Home Detention Curfew

6. You will be subject to a Home Detention Curfew. The objective of the Home Detention Curfew is to help you manage your return into the community.
7. The address(es) to which you are curfewed are:
 [Details of address(es)]

Details of curfew times are shown below at paragraph 9.
8. On the day of your release, you will be subject to curfew at your curfew address from [first day curfew start time] until [first curfew end time]. The contractor will visit you at this address before midnight during this period in order to fit you with the tag. You must show the contractor this copy of the licence to confirm your identity. Your curfew will then run until the curfew finish time the following morning. On your last day of curfew the contractor will visit you to remove the tag and monitoring equipment. This will take place in the last two hours of your last curfew period; ie between 10pm and midnight.
9. After your day of release, you are required to remain at your place of curfew during the following hours:

Monday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Tuesday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Wednesday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Thursday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning

Friday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Saturday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning
Sunday	from	[Time]	Hrs each evening until	[Time]	Hrs the following morning

10. Your compliance with the conditions of the Home Detention Curfew will be monitored by the electronic monitoring contractor. You must provide the contractor with access to the curfew address to install and check the monitoring equipment and electronic tag. Such visits will be made during your curfew hours but not between midnight and 6.00am. However, the contractor may visit the curfew address between midnight and 6:00am in order to investigate a reported violation.
11. The monitoring equipment will usually operate via the mobile cellular network and will only need a dedicated telephone line to be fitted if the mobile signal is poor at the curfew address. You will be responsible for meeting the cost of the small amount of electricity used by the monitoring equipment at your curfew address. It is your responsibility to ensure that there is an electricity supply available during your time on curfew.
12. In the event of a dedicated telephone line needing to be installed you must agree to the installation at your curfew address for use by the supplier. The supplier will notify you of a time and a date and you must be present, and provide access to, the curfew address at the notified time to allow installation to take place. The installation will normally take place during standard working hours and is fully paid for by the supplier.
13. While on Home Detention Curfew you may be liable to recall to prison if you breach the condition of this licence relating to the curfew. You will be in breach of this condition if:
 - i. You are absent from your curfew address during the specified curfew hours;
 - ii. You commit violence against or threaten the contractor or any of his staff with violence;
 - iii. You damage or tamper with the monitoring equipment;
 - iv. You withdraw your consent to the monitoring arrangements.
14. In addition, you may be recalled to prison if your whereabouts can no longer be electronically monitored at the specified address.
15. The contractor may authorise your absence from your place of curfew in clearly defined circumstances, which you will be informed about by the contractor in writing. You must contact the contractor in advance of any such absence to seek authorisation where this is possible. If it is not possible to contact the contractor in advance, you must contact them as soon as possible thereafter. Absence for any other reason other than these clearly defined circumstances will constitute a breach of your curfew condition.
16. If you need to seek a permanent change to your curfew conditions (for instance because of the requirements of a new job), you must contact the Prison Service establishment from which you were released. A contact number is attached at the bottom of this licence.

Licence Period

17. The objectives of the licence period are to (a) protect the public, (b) prevent re-offending and (c) help you to resettle successfully into the community. You must place yourself under the supervision of whichever supervising officer or social worker is nominated for this purpose from time to time.
18. During your licence period you must:
 - i. Be of good behaviour and not behave in a way which undermines the purpose of the licence period;
 - ii. Not commit any offence;
 - iii. Keep in touch with the supervising officer in accordance with instructions given by the supervising officer;

- iv. Receive visits from the supervising officer in accordance with instructions given by the supervising officer;
 - v. Reside permanently at an address approved by the supervising officer and obtain the prior permission of the supervising officer for any stay of one or more nights at a different address;
 - vi. Not undertake work, or a particular type of work, unless it is approved by the supervising officer and notify the supervising officer in advance of any proposal to undertake work or a particular type of work;
 - vii. Not travel outside the United Kingdom, the Channel Islands or the Isle of Man except with the prior permission of your supervising officer or for the purposes of immigration deportation or removal.
 - viii. [Additional licence conditions]
19. The Secretary of State may vary or cancel any of the above conditions, in accordance with Section 250(4) of the Criminal Justice Act 2003.
20. If you fail to comply with any requirement of your licence period (set out in paragraphs 17 and 18 above) or if you otherwise pose a risk to the public, you will be liable to have this licence revoked and be recalled to custody until the date on which your licence would have otherwise ended. If you are sent back to prison and are re-released before the end of your licence, you will still be subject to licence conditions until the end of your sentence.

Post-Sentence Supervision Period

21. The objective of your post-sentence supervision period is to encourage your rehabilitation in the community. You must place yourself under the supervision of whichever supervisor is nominated for this purpose from time to time.
22. During your post-sentence supervision period you must:
- i. Be of good behaviour and not behave in a way that undermines the rehabilitative purpose of the supervision period;
 - ii. Not commit any offence;
 - iii. Keep in touch with your supervisor in accordance with instructions given by your supervisor;
 - iv. Receive visits from your supervisor in accordance with instructions given by your supervisor;
 - v. Reside permanently at an address approved by your supervisor and obtain the prior permission of the supervisor for any stay of one or more nights at a different address;
 - vi. Not undertake work, or a particular type of work, unless it is approved by your supervisor and notify your supervisor in advance of any proposal to undertake work or a particular type of work;
 - vii. Not travel outside the United Kingdom, the Channel Islands or the Isle of Man except with the prior permission of your supervisor or in order to comply with a legal obligation (whether or not arising under the law of any part of the United Kingdom, the Channel Islands or the Isle of Man);
 - viii. Participate in activities in accordance with any instructions given by your supervisor.
 - ix. [Additional post-sentence supervision conditions]
23. The Secretary of State may vary or cancel any of the above conditions, in accordance with Section 256AB(4), 256D and 256E of the Criminal Justice Act 2003.
24. If you fail to comply with any requirement of your supervision (set out in paragraphs 21 and 22 above) under section 256AB, 256D and 256E of the Criminal Justice Act 2003 you will be liable to be summoned to appear before a court. The court may order you to be detained for up to 14 days, or impose further sanctions such as unpaid work or electronic location monitoring.

Expiry Dates

- 25. Your Home Detention Curfew expires on [CRD].
- 26. Your licence period expires on [LED].
- 27. Your sentence expires on [SED].
- 28. Your post-sentence supervision period expires on [TUSED].

Contact Points

Monitoring Supplier: [Monitoring company contact number]
 Releasing establishment: [Releasing establishment contact number]

Explanatory note in respect of your licence

You are being released under the provisions of Chapter 6 of the Criminal Justice Act 2003.

<input type="checkbox"/>	You are being released subject to the licence period of a 12 months or longer sentence followed by a post-sentence supervision period.
<input type="checkbox"/>	You are being released subject to the licence period of an under 12 month sentence followed by a post-sentence supervision period.
<input type="checkbox"/>	<p>You are being released subject to the licence period of both a 12 month or longer sentence and one or more under 12 month sentence(s) followed by a post-sentence supervision period.</p> <p>The licence period of your under 12 month sentence(s) expires on _____</p> <p>Your under 12 month sentence(s) expires on _____</p> <p>Your 12 month or over sentence expires on _____</p>

Your release is also subject to the conditions specified on your licence, all of which have been imposed in accordance with Chapter 6 of the Act.

Signed:	Status: [Role]
Date: [Date]	
for the Secretary of State for Justice	
This licence has been given to me and its requirements have been explained.	
Name: [Offender name]	
Signed:	
Date: [Date]	

OFFICIAL SENSITIVE WHEN COMPLETE

NOTICE OF SUPERVISION**Criminal Justice Act 2003**

[Establishment Name]
 [Establishment Telephone Number]

Name: [Offender name]

NOMS No: [NOMS No]

CRO No. [NIB]

Date of Birth: [Date of Birth]

Prison No: [LIDS No]

PNCID No: [PNCID]

1. Under the provisions of Chapter 6 of the Criminal Justice Act 2003 you are being released directly onto a post-sentence supervision period as your licence period has already expired.
2. Your post-sentence supervision period commences on [release date] and expires on [TUSED].
3. On release from prison (including, if applicable, any release from detention under the Immigration Act 1971 during the currency of your licence, whether or not leave has been granted for you to remain in the United Kingdom), unless otherwise directed by your supervising officer, you must report without delay to:
 [Supervising Officer role]
 [Supervising Officer name]
 [Supervising Officer address]
 [Supervising Officer telephone]
 At [Time of First Appointment] on [Date of First Appointment]

Post-Sentence Supervision Period

4. The objective of your post-sentence supervision period is to encourage your rehabilitation in the community. You must place yourself under the supervision of whichever supervisor is nominated for this purpose from time to time.
5. During your post-sentence supervision period you must:
 - i. Be of good behaviour and not behave in a way that undermines the rehabilitative purpose of the supervision period;
 - ii. Not commit any offence;
 - iii. Keep in touch with your supervisor in accordance with instructions given by your supervisor;
 - iv. Receive visits from your supervisor in accordance with instructions given by your supervisor;
 - v. Reside permanently at an address approved by your supervisor and obtain the prior permission of the supervisor for any stay of one or more nights at a different address;
 - vi. Not undertake work, or a particular type of work, unless it is approved by your supervisor and notify your supervisor in advance of any proposal to undertake work or a particular type of work;
 - vii. Not travel outside the United Kingdom, the Channel Islands or the Isle of Man except with the prior permission of your supervisor or in order to comply with a legal obligation (whether or not arising under the law of any part of the United Kingdom, the Channel Islands or the Isle of Man);
 - viii. Participate in activities in accordance with any instructions given by your supervisor.
 - ix. [Additional post-sentence supervision conditions]

6. The Secretary of State may vary or cancel any of the above conditions, in accordance with Section 256AB(4), 256D and 256E of the Criminal Justice Act 2003.
7. If you fail to comply with any requirement of your supervision (set out in paragraphs 9 and 10 above) under section 256AB, 256D and 256E of the Criminal Justice Act 2003 you will be liable to be summoned to appear before a court. The court may order you to be detained for up to 14 days, or impose further sanctions such as unpaid work or electronic location monitoring.

Expiry Dates

8. Your post-sentence supervision period expires on [TUSED].

Signed:	Status: [Role]
Date: [Date]	
for the Secretary of State for Justice	
This notice of supervision has been given to me and its requirements have been explained.	
Name: [Offender name]	
Signed:	
Date: [Date]	